



## Overview

Basic Rights Oregon is seeking a full-time Development Director to oversee the fundraising and communications strategy for Basic Rights Oregon, Basic Rights Education Fund, and Basic Rights' Equality PAC with a combined annual budget of \$1.9 million. This is a unique leadership position for a dynamic senior level director who can drive our overall fundraising program while also communicating the vision, values, and impact of Basic Rights' work to build a politically powerful and inclusive movement for LGBTQ2SIA+ Oregonians. The ideal candidate will have a strong commitment to our mission, be a thoughtful advocate for racial and transgender justice, and be enthusiastic about working with a team of colleagues who share equity values.

## About Basic Rights Oregon

Basic Rights Oregon is the state's largest grassroots organization dedicated to ending discrimination based on sexual orientation and gender identity. Founded in 1996 and headquartered in Portland, Basic Rights Oregon is a progressive, statewide nonprofit organization. For more information, please visit [www.basicrights.org](http://www.basicrights.org).

Basic Rights Oregon is an equal opportunity employer committed to a diverse, multicultural work environment. People of color, people with disabilities, and people of diverse sexual orientations, gender expressions and identities are encouraged to apply.

*To best serve our state, we embrace the idea that the diverse communities we serve must be reflected in our team. We know that women, LGBTQ2SIA+, and people of color often undersell their lived experience and unpaid labor. We value both as relevant to being art of the team at BRO. If you are interested in applying, we encourage you to think broadly about your background and qualifications for this role.*

## Principal Responsibility

The Development Director provides the leadership, strategic direction, management, and evaluation of Basic Rights Oregon's donor engagement, fundraising, and communication efforts. Core areas of fundraising are individual giving, online campaigns, major donor cultivation, annual event, corporate partnerships, and foundation grants.

## Ongoing Responsibilities

- Serve as a member of Basic Rights Oregon's senior management team.
- Provide guidance and support to the executive director, staff, and board of directors in the areas of donor engagement, partnerships, and fundraising.

- Develop and maintain close working relationships with individual and corporate donors, event sponsors, and community partners. Establish trust and rapport with longtime donors and identify and cultivate new donor communities in emerging industries.
- Maintain a proactive, creative leadership role in the identification, cultivation, and solicitation of individual, foundation, and corporate contributions; cultivate and directly solicit key donors, working with staff, board, and key volunteers.
- Oversee all development activities and operations, including major event production, donor and gift record-keeping, gift processing and acknowledgements, and databases hygiene.
- Plan, manage, and execute one major event annually, with up to 600 attendees and raising upwards of \$350,000, including securing sponsorships, planning and strategizing event timeline and production, executing day-of event logistics, and ensuring smooth and swift follow-up communications.
- Oversee production of donor communications, and work with the communications and development team to create and maintain stewardship tools such as donor newsletters, website donation platforms, and social media content.
- Represent the breadth of Basic Rights' work and our values through all fundraising endeavors. Ensure representation of our diverse constituencies in volunteer teams, materials, presentations, and outreach strategies.
- Supervise all grant writing, prospect research, and reporting to funders.
- Manage all external communication and support the Communications Manager collaboratively and with an eye for various audiences and constituencies.
- Supervise Major Gifts Officer & Communications Manager, as well as any volunteers.
- Drive to various job-related events or meetings throughout the state of Oregon.

### **Professional Experience**

- Established and effective communicator; highly skilled in writing and speaking; the ability to communicate Basic Rights Oregon's mission and interests to a broad audience; adept at crafting proposals, donor correspondence, and other kinds of materials.
- A successful record of personally identifying, cultivating, and soliciting individual donors, corporations, and foundations for support.
- A minimum of seven years of experience in fund development strongly preferred, with three or more years of corporate partnerships and event planning, management, and execution.
- Three or more years of staff supervision experience.
- Knowledge of major gifts, annual funds, corporate and foundation giving, planned giving, digital fundraising tools, sustaining donor programs, and special events.
- Demonstrated ability to work effectively with and quickly gain the respect and support of various constituencies, including board and staff members, donors, foundation and civic leaders, volunteers, and community partners.
- Very strong technology skills; must be proficient in Microsoft Suite, and donor databases. Experience with Every Action, Asana, or other project management tool preferred.

### **Qualifications**

We're seeking candidates who excel in relationship-building, are results-oriented, and have strong project management skills. You should be:

- Committed to Basic Rights Oregon's mission and programs with knowledge of LGBTQ2SIA+ communities and issues both on a statewide level and nationally.
- A strategist who is adept at planning, prioritizing, organizing, and following through; highly energetic and able to balance multiple competing priorities.
- Highly entrepreneurial; resourceful, and flexible, with the ability to anticipate challenges and act on opportunities.
- A leader with a track record of developing and maintaining strong working relationships with and among a diverse group of stakeholders.
- Committed to accuracy, tracking details, meeting a high bar, and a history of getting things done even in the face of obstacles.
- Capable of managing multiple projects and overseeing staff, consultants, and volunteers.
- A catalyst with vision who can create excitement and energy around Basic Rights Oregon's programs and encourage others to support the organization; persuasive, persistent, and determined in the pursuit of the organization's fundraising goals.
- Straightforward and self-possessed; one who shares information readily, listens as well as gives advice, and respects the abilities of others.
- Energetic and willing to work hands-on in developing and executing a variety of fundraising activities ranging from the day-to-day to the highly creative and visible.

### **Physical Requirements**

- Ability to sit at a desk for long periods of time.
- Ability to work at a computer for long periods of time.
- Ability to lift 40-50 pounds.
- Ability to be physically present in BRO offices 1-2 days/week.
- Ability to travel throughout the state, including regular driving of a personal vehicle. Mileage is reimbursed at the applicable IRS rate.

### **Compensation and Benefits**

- Competitive salary, commensurate with experience, range \$80,000-\$100,000 depending upon experience.
- For the 2023-2024 benefit plan year, medical, vision, and dental health care provided with the employer paying 100% of the employee's monthly premium for employee-only coverage. Employees may pay to add partners or children to their coverage plan.
- Paid time off includes 15 days of vacation 40 hours of paid sick time annually.
- 10 paid holidays annually.

**TO APPLY** Applications should include resume, cover letter, and the names and contact information for three references. Please submit applications electronically to Janice Lorenzana, at [janice@basicrights.org](mailto:janice@basicrights.org) by Friday, May 31 at 5 p.m. for priority review.