

**Employment Opportunity
Donor Relations Officer
The Oregon Community Foundation**

The mission of The Oregon Community Foundation (OCF) is to improve lives for all Oregonians through the power of philanthropy. We work with individuals, families, businesses and organizations to create charitable funds that support the community causes they care about. These funds support the critical work that nonprofits are doing across Oregon. OCF serves diverse urban and rural communities across the state with 88 staff and headquarters in Portland, with regional offices in Bend, Eugene, Salem, and Medford, Oregon.

We have an opportunity for (2) full-time Donor Relations Officer (DRO) to work with individuals, families and foundations to achieve their charitable goals. The DRO contributes to a regional team made up of staff from Donor Relations, Development, and Grants & Programs. **The positions are located in (1) Portland and (1) Bend.**

Primary Responsibilities:

- Work with donors to create individualized, donor-centered experiences to achieve philanthropic goals
- Consult with individuals, families, corporate partners and private foundations to facilitate robust discussions on topics such as family legacies, values, philanthropic identities, next-generation engagement, multigenerational education and best practices in grant making
- Educate donors about OCF initiatives and funding opportunities
- Create individual stewardship plans and invite donors to build their funds and create estate gifts
- Promote philanthropy and invite donors to partner in shared interest areas
- Engage with local nonprofits to build authentic partnerships
- Advise donors about federal restrictions, ensure compliance and advise of developments
- Collaborate with the Scholarship Coordinator to recruit, train, and manage OCF scholarship advisory committees, lead committee meetings and convey committee recommendations
- Engage in special projects to move forward OCF's strategic plan and community outreach efforts
- Implement regional strategies, coordinate outreach and events, contribute to a regional OCF Leadership Council, and provide philanthropic leadership

Candidates should have the following minimum qualifications:

- Five years' experience developing and managing programs, leading interactive workshops, or experience as a development or program officer
- Bachelor's degree or equivalent experience in lieu of degree
- Ability to negotiate complex group dynamics to achieve mutually agreeable outcomes- experience with conflict resolution or mediation preferred.
- Knowledge of MS Office Suite, 2 years' experience using constituent database
- Outstanding written and oral communication skills, ability to present to individuals and groups and articulate philanthropic projects
- Knowledge of local philanthropy, individual and business wealth in the region to be served
- Critical thinking and problem-solving, self-directed and accountable
- Exceptional interpersonal skills with high degree of emotional intelligence, possess cultural agility skills to work effectively with diverse groups of individuals and communities
- Ability to travel within the region
- Organized, able to manage multiple projects and able to meet timelines

OCF seeks to hire staff with relevant experience, skills and aptitude; a commitment to the power of philanthropy and mindful of what best supports our mission. Each employee is expected to reflect our cultural values: communicate effectively, value one another, demonstrate accountability, embrace possibilities, address conflict and take action.

The salary starts at \$61,600 per year and includes an excellent benefit package with generous paid time off, medical, dental, disability, life, EAP, commuter benefits, cell phone stipend, employer 401k contribution, and more!

OCF is committed to equity, diversity and inclusion, and strives to build a diverse workforce to promote effective work in partnership with all communities and population groups in Oregon. We welcome a diverse pool of qualified applicants. **We are accepting resumes through our career site until September 24, 2017.** Create a profile and upload resume and cover letter at <http://www.oregoncf.org/explore-ocf/careers>.

Equal Opportunity Employer