



CIVIL LIBERTIES  
DEFENSE CENTER

1430 Willamette St. #359  
Eugene, OR 97401  
Phone: 541-687-9180 Fax: 541.804.7391  
E-Mail: info@cldc.org Web: www.cldc.org

## POSITION ANNOUNCEMENT

**Development Director (full-time salaried with benefits)**

**Position to start immediately**

**Preferred candidate will work from Eugene, Oregon office**

### Who We Are:

The Civil Liberties Defense Center (CLDC) is a nonprofit organization that supports movements that seek to dismantle the political and economic structures at the root of social inequality and environmental destruction. We provide litigation, education, and legal and strategic resources to strengthen and embolden the success of those movements. Our motto is "Assert your rights, we've got your back." We have provided pro bono activist defense to 4,500+ social, environmental, and climate justice activists, as well as providing free Know Your Rights and related trainings to 10,500+ people. Our primary office is in Eugene, Oregon.

### Summary:

The CLDC Development Director (DD) is an experienced nonprofit professional working directly with the Executive Director (ED) and Operations Director. The DD provides leadership, supervision, and direction for CLDC's Development and communications staff. The DD drives the programs and activities that form the foundation of CLDC's financial health and organizational growth. The overall goal for the position is to increase financial support & fiscal stability of the organization, including supporting our outreach and communications plans. A desire to work at the intersections of movement law, environmental, climate and social justice movements is required for this position.

### Specific Job Responsibilities:

#### Fundraising & Development Support

- Develop and execute CLDC's annual fundraising plan in conjunction with the communications staff, to provide solid revenue stream projections and update ED monthly
- Collaborate with the ED and Operations Director to create an annual operating budget
- Meet or exceed fundraising goals and targets for foundation and individual giving programs annually
  - Research and prospect new foundations and grant funding
  - Write and submit grants and LOIs; nurture foundation relations
  - Oversee and track proposals and reports for all foundation grants
  - Develop and maintain new and ongoing relationships with major and recurring donors
- Oversee execution of fundraising events
- Administration of the donor database and email marketing

#### Executive Team Responsibilities

- Lead all budgeting processes, schedules, data collection, analysis, and reporting
- Work with Operations Director to finalize and present all financial forecasts, reports, and analysis to ED and Board of Directors (BOD)
- Provide input and advice to help determine the overall strategic direction for CLDC (vision, mission, strategic plan, budget)
- Allocate development and communications staff resources and establish organizational priorities to accomplish CLDC's initiatives
- Draft annual and quarterly work plans for development and comms staff and establish/adjust departmental priorities throughout the year
- Provide leadership, mentorship, coaching and conflict resolution for staff as needed

- Maintain and strengthen relationships within the environmental and social justice nonprofit communities to support and further CLDC’s mission and organizational objectives

### Desired Experience and Qualifications:

While we will prioritize candidates with a passion for CLDC’s mission and the ability to learn quickly, experience and skills we also look for include:

- At least five years of nonprofit management, development, grant writing and fundraising experience
- Knowledge of foundations that emphasize environmental, social justice and/or civil rights giving a plus
- Leadership and supervisory skills and experience
- Outstanding verbal and written communication skills
- Ability to develop and produce successful proposals, reports, and other materials creatively
- Ability to prioritize work and perform effectively under the pressure of multiple deadlines
- Exceptional ability to work and communicate effectively with a wide range of people
- Interest and/or background in movement law, environmental, climate, and social justice issues
- Contributes to the creation of a diverse, equitable and inclusive work culture that encourages and celebrates differences
- Proficiency with Macintosh computers, donor and outreach databases, and Microsoft Office, or demonstrated ability to learn quickly
- Willingness to learn and engage in movement security culture and digital security practices

### Pay and Benefits:

- This position is full-time, 40 hours per week, exempt
- Salary \$60,000-\$70,000 commensurate with experience
- At least a two-year commitment expected
- Ideal candidate is based in Eugene, Oregon; potential consideration for remote candidate—Oregon strongly preferred
- Benefits includes generous paid time off and holidays, excellent comprehensive health insurance, wonderful co-workers and work environment, and individual professional development budget

Our core values lead us to seek a broad range of perspectives and backgrounds to achieve our mission and to maintain an inclusive environment where all staff are valued and respected. As an equal opportunity affirmative action employer, we are committed to practices that ensure that employees and applicants for employment are provided with equal opportunities without regard to race, color, national origin, ancestry, sex, age, religion, physical or mental disability, medical condition, veteran status, marital status, pregnancy, sexual orientation, gender identity, gender expression, genetic information, or any other factor not related to the position. We seek to redress past discrimination through active measures to ensure equal opportunity in employment. We will consider qualified applicants with arrest and conviction records for employment.

### How to Apply:

Interested candidates should submit:

- Resumé
- Cover letter stating your interest and experience
- Three professional references and if possible, one environmental/social justice activist reference

**Please send all materials in a single PDF to office[at]cldc.org– Subject: “[Your last name]—Devo Director.”**

Please, no phone calls, hard copies, or drop-ins. For technical difficulties or questions, contact office[at]cldc.org.