



CIVIL LIBERTIES DEFENSE CENTER

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DIRECTOR OF FUNDRAISING & ENGAGEMENT

This Director is an experienced nonprofit development professional responsible for accelerating CLDC’s annual fundraising and engagement programs. The Director of Fundraising & Engagement will serve as part of the Leadership Team implementing a new co-leadership model and as the key fundraiser to meet or exceed annual budget needs during our 20-year anniversary restructure process. This Director (1) provides the supervision and direction for CLDC’s development and communications staff; and (2) Creates the fundraising strategy and drives the programs and activities that form the foundation of CLDC’s financial health and organizational growth.

Job duties include:

Fundraising & Development Leadership

- Develop and execute CLDC’s annual fundraising plan in conjunction with the communications staff, to provide solid revenue stream projections and update Leadership Team monthly
- Collaborate with the Leadership Team to create an annual operating budget
- Meet or exceed fundraising goals for foundation and individual giving programs annually by completing or delegating the following tasks:
 - Research and prospect new foundations and grant funding
 - Write and submit grants and LOIs; nurture foundation relations
 - Bottomline tracking of proposals and reports for all foundation grants
 - Develop and maintain new and ongoing relationships with major and recurring donors
- Oversee fundraising events
- Oversee/Direct volunteers as needed

Responsibilities

- Manage fundraising team, including hiring/supervision/termination
- Manage engagement team, including hiring/supervision/termination
- Responsible for raising CLDC’s annual budget
 - Grant management
 - Major donors
 - Community fundraising (individual donors & monthly donors)
 - Organizational membership
 - Fundraising/special events
 - Business donors

- Planned giving/endowment and wills/trusts
- Budget development & management -- Collaborate on budgeting processes, calendaring, data collection, analysis, and reporting
- Work with Leadership Team to finalize and present all quarterly and annual financial forecasts, reports, and analysis to staff and Board of Directors (BOD)
- Produce/facilitate financial reports for grants
- Provide input to help determine the overall strategic direction and planning for CLDC
- Allocate development and communications staff resources and establish organizational priorities to accomplish CLDC's initiatives
- Draft annual and quarterly work plans with fundraising and engagement staff to adjust departmental priorities throughout the year, as needed
- Maintain and strengthen relationships within the environmental and social justice nonprofit communities to support and further CLDC's mission and organizational objectives
- Facilitate/oversee Communications/engagement including:
 - e.news
 - Social media
 - Press releases as needed
 - Website content & oversight

This Director's primary duties consist of the management of CLDC. This Director shall work with the Leadership Team to hire, discipline, and terminate all employees who report to them. This Director will have authority to assign work to all staff who report to them, and to provide feedback and incentives. In carrying out those tasks, this Director will exercise independent judgment, in the best interests of CLDC. This Director's recommendations to the Leadership Team regarding hiring and firing will be given particular weight; and will customarily and regularly exercise authority to make decisions of significance. That said, under CLDC's new co-leadership model, all Directors will share the goal of collaborative, consensus-based decision-making.

This salaried job involves non-manual office work directly related to management policies and the general business operations of CLDC, directly related to the running of CLDC. This Director will customarily and regularly exercise authority to make decisions of significance.

Desired Experience and Qualifications:

While we will prioritize candidates with a passion for CLDC's mission and the ability to work well with a Leadership Team, experience and skills necessary to thrive in this position include:

- At least five years of nonprofit management, development, grant writing and fundraising experience
- Experience hiring and growing a new team
- Knowledge of foundations that emphasize environmental, social justice and/or civil rights giving

- 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
- Starting Salary \$75,000-85,000 commensurate with experience
- At least a two-year commitment expected
- Ideal candidate is based in Oregon (remote/hybrid available; potential consideration for remote candidate—Oregon strongly preferred)
- Benefits includes generous paid time off and holidays, summer ½ day Fridays, excellent comprehensive health, dental, vision insurance, 1 month sabbatical after 5-years, individual professional development budget, tech/security 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 [LREGAN\[at\]cldc.org](mailto:LREGAN[at]cldc.org)– Subject: “[Your last name]—Leadership Team-F&E”

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