



Oregon moms and caregivers fighting
for gender, economic, and racial justice.

Title: Development Manager

Reports to: Development Director

Location: Portland, Oregon (Primarily work from home with an office in Portland as needed)

Classification: Full-time; Regular and eligible for benefits; Exempt from overtime;

Full-Time Equivalent (FTE) hours: 1 FTE or 40 hours per week (open to discussion)

Reports to: Development Director

Annual Salary Range: \$53,600 - \$58,750 for 1.0 FTE/40 hrs per week salary, depending on experience.

Who We Are

We are a multiracial group of passionate, feminist, racial justice-minded people who are committed to building structures in our society that will support the work of caregiving. We believe that caring for our children, our parents, and other loved ones is fundamental to our society, and our economy — and the lack of value for the work of caring for others is one of the root causes of large-scale gender and racial inequities.

We started as a grassroots group of impacted mothers and have grown into a leading advocacy organization on gender and economic justice in Oregon. We work for systemic change by: 1) organizing mothers and caregivers into a movement to fight for a more equitable system, 2) shifting cultural attitudes about work and care; 3) advocating for bold public policies like universal child care, paid sick days, paid family and medical leave, a higher minimum wage, equal pay for equal work, and more.

We have been highly successful — winning some of the best new laws and protections in the nation for Oregon's families. We work intentionally and deeply with a variety of people and partners to advance this work. We also do our best to walk our talk, and build a workplace that truly honors the physical and mental health and family responsibilities of our staff.

About this Position

The Development Manager is a key role in the organization during an exciting time of growth and will raise essential revenue supporting the mission and work of all our affiliated organizations including Family Forward Oregon, Family Forward Action, and The

Mother PAC. The position is responsible for collaborating closely with the Director of Development in implementing revenue generating projects and in supporting all aspects of the department.

The Development Manager's primary focus will be on independent revenue generation projects like: moves management, events production, and appeals campaigns. They will effectively and compellingly communicate our mission, programming, accomplishments, and needs to diverse audiences. They will invest primarily in regularly connecting with our donors, building meaningful relationships, and cultivating gifts. This position will work to move current donors up the ladder of engagement as well as bring new supporters into the work. In addition, the role serves as operations support to the Director and will contribute to overall development team goals.

This role offers the opportunity to grow fundraising skills in a successful state-based advocacy organization committed to economic, racial and gender justice. The Development Manager will have access to training in The Management Center's project management tools, in Asana, and in our CRM database EveryAction as well as access to training on diversity, equity and inclusion with a focus on implementing anti-racism strategies in fundraising.

Essential duties and responsibilities

75% Donor Engagement Projects

- With the Development Director, implement a 3-5 year growth plan for our individual giving program and build balance between revenue from institutional funders and individual donors.
- Manage a portfolio of donors, prioritizing regular and personal contact for relationship building, stewardship, and direct solicitation.
- Build our monthly donor program, creating long term sustainable revenue from individual donors.
- Coordinate and help execute special fundraising events with our community throughout the year including: fundraising house parties, online peer to peer fundraisers, and our annual signature event Dance Like a Mother.
- Play a key role in the success of 2 appeal campaigns a year focusing on increasing unrestricted 501c4 giving, and collaborate across teams on digital strategies, email campaigns, stewardship strategies, and direct mail.



- Expand organizational relationships in the community and solicit sponsorships and donated raffle/auction items for fundraising event purposes.
- Work with our Communications team on digital strategies and online appeal campaigns, including content concepts, timing, and preparing and approving emails for online appeals

25% Development Operations Support

- Support tracking revenue through the lifecycle of the gift from receipt of the gift to properly recording the gift to ensuring each donor is properly thanked.
- Develop a comprehensive understanding of EveryAction CRM and make good use of all the development tools available with a strong attention to detail including; donor data entry, creating contribution reports, solicitation plans, pulling donor lists, tracking grant and funder deliverables, maintaining a development calendar, and tracking metrics on progress towards fundraising goals.
- Other related duties as assigned.

Required Skills and Attributes

- Commitment to personal anti-racism work and experience with, and preference for, working in a multiracial environment with people of all abilities and backgrounds.
- Passionate about funding our movement for gender, racial, and economic justice and motivated to meet goals.
- Experience in fundraising that includes making direct solicitations of individuals and/or institutions, moves management and/or other donor development strategies, and events planning and production experience.
- Strong organizational and project management skills with a demonstrated commitment to follow-through and quality.
- Able to work independently and collaboratively as a member of a team as well as with volunteers.
- Excellent communicator with strong active listening and interpersonal skills, and an ability to solicit donations and other support with confidence.
- Strong writing skills, ability to write a concise and clear pitch and support with drafting other fundraising materials.
- Strong competency in database work, Google workplace tools, video teleconferencing, experience with EveryAction or similar CRM software.



- Ability to flex schedule during appeal campaigns and events. This position will plan and attend occasional evening house parties, weekend and other after-hours events.

Preferred (but not required) skills

- Fluency in Spanish.

Wages and Benefits

This is a 40-hour per week position (1.0 FTE). The annual salary range is \$53,600 - \$58,750 for 1.0 FTE/40 hrs per week salary.

Family Forward offers an excellent benefits package to employees including a generous PTO policy that our employees are encouraged to fully utilize, fully subsidized employee health, dental, and vision insurance, significant contribution to dependents' health, dental and vision insurance, access to a retirement savings plan, access to a Flexible Spending Account, and schedule flexibility.

We are committed to living our values and to supporting our employees in coming to work as full people. We value supporting balance between work and our rich personal lives. We value having an inclusive and family-friendly work environment.

To apply

People who identify as Black, Indigenous and/or people of color, queer, transgender, gender nonconforming people, mothers and other people with caregiving responsibilities, and people with disabilities are strongly encouraged to apply.

We are focused on building a diverse and inclusive workforce. If you're excited about this position but do not meet all of the qualifications listed above, we still encourage you to apply.

Please submit your resume and a cover letter to Katrina Gonzalez Yuen by emailing jobs@familyforward.org with "Development Manager" in the subject line. Your cover letter should speak to your relevant experience and your passion for funding our movement for racial, gender, and economic justice. The deadline to apply for this position is April 7, 2023.



Family Forward Action is an Equal Opportunity Employer. We do not discriminate on the basis of race, creed, color, national origin, sex, age, sexual orientation or disability.

