



JOB ANNOUNCEMENT

Development Campaigns and Events Manager

Employer: Beyond Toxics, a non-profit organization based in Eugene, Oregon

Full time — \$38,000/year plus health, paid vacation and retirement benefits

Application deadline: December 4, 2020 | **Start date:** December 14, 2020

About Beyond Toxics

Beyond Toxics is a statewide environmental justice organization with a twenty year history of advancing policies that ensure meaningful participation and leadership from Oregon's frontline and impacted communities. Established in 2001, we are a multicultural, inter-generational team dedicated to building a vibrant Environmental and Climate Justice movement.

Position Description

The Development Campaigns and Events Manager plays an important role to support the entire Beyond Toxics team and the mission and long-term strategic plan of the organization. We seek an experienced and team-oriented person to fulfill our mission to expand an environmental justice movement that affirms climate solutions, clean air and water, healthy ecosystems and land stewardship principles. The person we choose must demonstrate the ability to communicate with staff, board and all our supporters in a friendly, proactive and supportive manner. This person must have a background and demonstrable experience with data management, information tracking, strong math skills, public speaking skills and writing for the public. This position reports to the Executive Director and works closely with members, donors, business partners and foundation partners in our Eugene and Southern Oregon offices. The specific requirements and duties of the position are detailed below:

Create and implement strategic development plan

- Major donor cultivation/research/stewardship
- Membership outreach
- Fundraising and educational event planning and management
- Business plan for supporting business and foundation relationships

- Role as key member of the Communications Team, interfacing with web-based and social media communications for member activation and education

Bi-annual fundraising campaign planning/management

- Newsletter and direct appeal
- Online campaign
- Blogs and other conventional media and written outreach

Confidential reports and administrative support to Executive Director and Board of Directors

- Track all donations using donor database and use data to plan upcoming campaigns to ensure that the operations of the organization will be fully supported
- Create monthly financial reports using donor database, Excel and other tools for bookkeepers, accountants and Executive Director

Qualifications

- Bachelor's Degree is required / Master's Degree is preferable
- Minimum two years of relevant experience in nonprofit or related field working with fundraising, business planning and/or consumer relationships
- Outstanding written and verbal communication skills
- Exceptional interpersonal skills with the ability to inspire and motivate others
- Reside or able to move to Eugene / Springfield (main office is in Eugene)
- Demonstrable experience using modern office and communication systems

Personal Skills

- Highly motivated and independent worker, self-organizer, and team-oriented
- Demonstrates unassailable honesty and trustworthiness
- Uses professional protocols, practices confidentiality and observes a high standard of accountability
- Good communicator, respectful and empathetic listener and exhibits poise with people

To Apply:

We will accept applications for the position until December 4, 2020 or until filled. Email a cover letter, resume with contact information for three professional or academic references (no friends), and a short, relevant writing sample. Send materials to info@beyondtoxics.org. Use Subject Heading: **Development Manager Job Applicant**

Questions: 541-465-8860 - ask for Lisa Arkin, Executive Director

Beyond Toxics believes that everyone regardless of race, income, class, gender, and citizenship-status deserves respect and opportunity. We are an equal opportunity employer who does not discriminate against any employee or job applicant because of race, color, religion, marital status, national origin, sex, physical ability or age. We welcome and encourage people from frontline communities and diverse backgrounds to apply for this job.