



May 2021

Position Description

Title: **Director of Development**

Description of the Community Development Corporation of Oregon

The CDCO is a 501c3 that works with our neighbors to make Oregon's communities places where everyone can earn, learn and belong. See www.cdcoregon.org for more information. Since our founding in 2012 we have had a deep commitment to the Rockwood neighborhood. We are a BIPOC-led¹ organization.

Our core strategy is to work collaboratively at the system level to make East Multnomah County a place where everyone can learn, earn and belong. We start the new initiatives, or encourage the initiatives of others, that our neighbors want. We build leadership teams for those initiatives. And eventually we spin them out as free-standing local and sustainable community assets. Our current initiatives are East County Community Health, the Rockwood CDC, the Sunrise Center, Oregon Community Capital Inc., the Rockwood Food System Collaborative, and East County Housing.

Description of Our Current Development Practices

In the last 14 months we have enjoyed explosive growth. For the first six years of our life, our revenues were around \$500,000 per year. In 2019 we grew 4.2x with \$2,200,000 in revenues. In 2021, we have already booked \$8,600,000, and project that we will end the year in the >\$12,000,000 range. As we grow, we are also increasing our net assets and program offering. The revenue and asset increases are largely due the federal government's, and the major foundations' fiscal responses to the Covid-19 crisis. We believe that we will continue to be well positioned for even more government and major philanthropic grants for several years to come.

¹ More than 50% of our board and management are black, indigenous and people of color.

But our high request success rate and resulting program expansion has challenged our small development team to be able to respond fully. We aspire to the task of modeling and proposing ever larger and more complex initiatives. We are now upgrading our development department in order to execute well on all of the opportunities that we have.

Major Deliverables

The Director of Development (DD) is tasked with raising an incremental (that is to say, above the expected revenue run rate that we would achieve without this position) \$1 million in the first 12 months, \$3 million in the second twelve months, and \$4 million in the third twelve months.

The DD reports to the CEO. Once in place, the DD has full responsibility for corporate development. The DD supervises the grant writer, the digital marketer, and hires both a relationship manager for the local market of individual and business donors, and an administrative assistant. The DD is a member of the senior management team alongside our Executive Director, and her direct reports: Finance Manager, Director of Operations, and Director of Community Health. The DD assists the team at Oregon Community Capital as requested.

The Director of Development will:

- develop and implement a fundraising strategic plan;
- proactively lead the grant writer, relationship manager, digital marketer, and administrative assistant;
- personally lead the philanthropic portion of a contemplated \$25,000,000 capital campaign;
- further systematize our fundraising and stakeholder relationship operations;
- drive incremental growth of foundation and government contract revenues;
- actively assist the Program Managers in matching their programs to appropriate funders;
- consolidate the gains of the past 14 months by advising the CEO on which of our new supporters and stakeholders are to be permanent strategic partners; and,
- participate collaboratively with the rest of the management team on overall strategy and direction.

Other duties include:

- Working with the Executive Director, Finance Administrator, and Program Manager to define the scope of work, pricing, profitability and sustainability for each proposed initiative;
- Participating in quarterly and annual budget preparation and administration;
- Determining personnel needs and recruiting to meet those needs;
- Answering questions and providing information to the public and media; and,
- Creating a positive and supportive work environment, enforce a safe workplace, encourage a culture of teamwork and communication, support a workplace that promotes the organizational values of workplace diversity, equity and inclusion and actively promote an environment respectful of living and working in a multicultural organization.

Key Cultural Competencies

- Works collaboratively inside and outside the organization to deliver results;
- Creates an environment that acknowledges, encourages and celebrates differences;
- Functions and communicates effectively and respectfully within the context of varying beliefs, behaviors, identities and cultural backgrounds;
- Seeks opportunities to gain experience working and collaborating in diverse, multicultural, and inclusive settings with a willingness to change for continual improvement; and,
- Has an experience-based philosophical framework for working multiculturally.

Minimum Qualifications

- Strong, direct experience in writing grants to large philanthropies and governmental units;
- Proficient in crafting a complex 'ask' that integrates strategy, budgets, logic models, programmatic elements, statistics, story telling, outputs and outcomes;
- Seven years of increasingly responsible experience in fundraising, community development, business operations, and/or administration;
- 5+ years of experience supervising multiple manager-level direct reports;
- Understanding of the principles of accounting, finance and business law;
- Bachelor's degree² in business, finance, non profit management or other relevant field;
- Proven track record of developing and growing sources of revenue, new customers, clients or project partners; and,
- Proficient in Microsoft services and products that small businesses or enterprises use (like the Office suite, Sharepoint, and Teams) and fundraising-specific software products like Foundation Search.

Preferred Qualifications

- Knowledge of issues, trends and strategies in community development;
- Experience developing donor relationships;
- Experience communicating the essence of an organization's mission, vision and values;
- Creative thinker with a strategic mindset and ability to see the big picture while leading the team to implement actionable plans in a timely manner;
- Knowledge of trends and methods in digital marketing;
- MBA, MPA or similar post-graduate work;
- Competent in collaborative work, partnerships and/or complex stakeholder arrangements;
- Good public speaking (workshops, client presentations, Zoom calls) skills;
- Experience in a multicultural professional setting; and,
- Competent in setting budgets

² If you have completed education in a foreign college or university and are using this education to meet the minimum qualifications, you must provide documentation that the foreign education is comparable to that received within the United States' accredited college or university system or your application will not be accepted.

Work Practices

Required minimum work:

- 40 hours per week;
- No fewer than three six-hour work sessions at the same day(s) and time(s) every week, at the Sunrise Center;
- The balance of the hours at office or remote;
- When remote and on phone or video, in a quiet environment with professional attire and video background; and,
- Presence at Staff Meeting Thursdays 9:00 – 10:00am.

Compensation

The starting annual salary rate for this position will be between \$95,000 and \$110,000 commensurate with experience. 32-hour workweek available initially at 20% salary reduction.

Two weeks' vacation per annum is offered.

Health insurance is offered. We have a bronze and a gold option, and both are part of the Providence system.

Application Instructions

Please send a:

- resume;
- cover letter addressing how your personal and professional experiences have prepared you for this position; and,
- the names, telephone numbers, and email addresses for three to five professional references, including one peer and one direct report.

Please be advised that employment is contingent on passing a criminal background check.

Email to Melisa Crosby at mcrosby@rockwoodcdc.org. You may also ask questions to Ms. Crosby via email, or at (503) 847-9163 x709.

The Community Development Corporation of Oregon is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.