

**Job Title:** Donor Relations Associate  
**Department:** Development  
**Reports To:** Chief Advancement Officer | Managing Director  
**Direct Reports:** 0  
**Status:** Full-Time, Exempt



**WORLD  
FORESTRY  
CENTER**

**Updated:** January 2026

*World Forestry Center (WFC) is a 501(c)(3) nonprofit organization located in Portland's Washington Park with a vision for the future in which everyone connects forest health to their own well-being. For over half a century, WFC has brought people and forests back together. Our mission – to create and inspire champions of sustainable forestry – is centered on people. Our focus is not on forests alone, but rather on how people think, act, and relate to them.*

## Position Overview

The Donor Relations Associate is a key member of the Advancement team responsible for cultivating meaningful relationships with donors, members, and sponsors to advance the mission and impact of the World Forestry Center. This position supports donor communications, membership engagement, gift processing and acknowledgment, and event-based stewardship and sponsorship initiatives. The ideal candidate combines strong administrative project management, development experience, experienced event creation and management, with creative relationship-building to enhance overall donor cultivation and stewardship experience.

## Responsibilities

### ***Donor & Member Relations***

- Supports all aspects of the World Forestry Center's membership program, including renewals, upgrades, and new member cultivation.
- Maintain accurate donor and member records in the CRM database.
- Create and execute strategies to increase retention and deepen engagement across all levels of giving.

### ***Gift Entry & Acknowledgment***

- Supports gift processing, ensuring data integrity.
- Supports timely and personalized acknowledgment letters and tax receipts.

### ***Sponsorship & Stewardship***

- Identify, cultivate and solicit sponsors for WFC programs and events. Coordinate fulfillment of sponsorship benefits and recognition for events, exhibits, and programs.
- Develop and maintain stewardship plans to acknowledge and celebrate donor impact throughout the year.
- Support campaign and annual fund stewardship initiatives, including impact reports, naming recognition, and donor communications.

### ***Events & Engagement***

- Support the planning and execution of donor and member events, including Legacy Leadership Dinner, Forest Pub and Exhibit Opening Receptions, State of World Forestry Events and the 60th Anniversary Gala.
- Manage event invitations, RSVPs, guest communications, and day-of donor recognition.

- Collaborate with advancement and marketing teams to ensure consistent branding and messaging across events.

### ***Administrative Support***

- Maintain campaign and membership mailing lists, donor files, and acknowledgment logs.
- Track donor touchpoints and assist with annual stewardship calendar and reporting.
- Provide logistical and administrative support to the Advancement team as needed.

### **Qualifications**

- Bachelor's degree or equivalent experience in nonprofit management, communications, or a related field.
- Minimum 5 years of experience in development, donor relations, or membership management.
- Proficiency with donor database Raiser's Edge.
- Exceptional attention to detail, organization, and follow-through.
- Excellent written and verbal communication skills.
- Ability to manage multiple priorities and deadlines in a collaborative environment.
- Enthusiasm for the mission of the World Forestry Center and commitment to donor-centered philanthropy
- Positive, team-work oriented
- Some evening and weekend work to support events.

### **Additional Position Information:**

This position is a full time, exempt, salaried position.

- \$60,000 - \$75,000 depending on experience.
- Comprehensive benefits package including medical, dental, vision, paid vacation, and retirement plan.
- Hybrid work schedule and opportunities for professional growth within a mission-driven organization.
- Frequent computer and phone usage and occasional extended periods of standing and sitting.
- Attend occasional meetings and external and staff events that may take place in the evening or on weekends.

*World Forestry Center is an equal opportunity employer and does not discriminate in its selection of candidates for employment based on race, color, national origin, religion, sex or sexual orientation, marital status, disability, age, military service, family medical history, legal source of income, gender identity, political affiliation, or family leave obligations.*

*WFC offers a competitive salary and a full benefits package. Compensation is commensurate with experience. WFC reserves the right to add or change duties at any time.*