Job Title: Philanthropy Manager
Reports to: Director of Philanthropy
Direct Reports: 3
Status: Full-time, Exempt

WORLD FORESTRY CENTER

Position Overview

The Philanthropy Manager leads and grows World Forestry Center's annual giving program while overseeing philanthropy operations, membership, donor communications, and stewardship. Reporting to the Director of Philanthropy, this position translates the organization's Philanthropy Strategic Plan into actionable fundraising strategies and initiatives that increase revenue, expand the donor base, strengthen donor relationships, and build long-term philanthropic support.

This strategic and hands-on role supervises staff, manages fundraising campaigns and donor communications, including *Evergreen Magazine*, and oversees departmental operations, budgets, and performance. The successful candidate is an experienced fundraising professional with a strong understanding of annual giving, major gifts, corporate and foundation giving, sponsorships, and planned giving. They bring proven fundraising success, effective leadership and relationship-building skills, and the ability to manage competing priorities while delivering measurable results.

Essential Responsibilities

Annual Giving and Fundraising Strategy

- Develop and execute annual giving strategies, fundraising plans, goals, and budgets aligned with World Forestry Center's Philanthropy Strategic Plan.
- Lead multichannel fundraising initiatives, including direct mail, digital appeals, recurring giving, and other campaigns that generate unrestricted revenue.
- Develop strategies to acquire new donors, retain existing supporters, reactivate lapsed donors, and increase giving.
- Evaluate fundraising performance, donor trends, and return on investment to optimize results.
- Manage an assigned donor portfolio and collaborate with the Director of Philanthropy on major, corporate, and planned giving opportunities.

Donor Engagement, Membership, and Stewardship

- Oversee annual fund donor cultivation, solicitation, recognition, and stewardship programs that strengthen relationships and inspire long-term support.
- Develop pathways that engage Museum visitors, ticket buyers, and members as philanthropic supporters, from annual giving through legacy commitments.
- Lead membership fundraising, renewals, upgrades, and engagement initiatives in partnership with relevant departments.
- Create meaningful donor experiences and support cultivation and stewardship events.

Donor Communications

- Oversee donor communications, including fundraising appeals, acknowledgment letters, impact reports, newsletters, and stewardship materials.
- Lead the editorial planning, content development, and production of *Evergreen Magazine*.
- Coordinate messaging, audience segmentation, production schedules, and distribution across print and digital channels in collaboration with Marketing and Communications.
- Ensure communications effectively convey World Forestry Center's mission, impact, and fundraising priorities.

Team Leadership and Collaboration

- In collaboration with the Director of Philanthropy, establishes clear priorities, performance expectations, and accountability, and supervises and develops philanthropy staff.
- Oversee departmental workflows, project timelines, and deliverables to ensure effective execution of fundraising and operational priorities.
- Collaborate with the Director of Philanthropy and colleagues across Museum operations, Marketing, Finance, and Programs to advance organizational goals.
- Foster a collaborative, donor-centered, and results-oriented team culture.

Philanthropy Operations and Data Management

- Oversee daily philanthropy operations, including gift processing, acknowledgments, donor records, database management, and financial reconciliation.
- Maintain accurate records of contributions, pledges, and donor activities in Raiser's Edge, ensuring data integrity, confidentiality, and compliance with fundraising best practices.
- Establish efficient procedures and internal controls to strengthen departmental operations.
- Monitor fundraising revenue, expenses, and key performance indicators; prepare reports and projections to inform strategic decisions.

QUALIFICATIONS

Required

- Commitment to World Forestry Center's mission and values.
- Bachelor's degree or equivalent combination of education and relevant professional experience; or Minimum five years of progressive nonprofit fundraising experience, including annual giving, donor cultivation, solicitation, and stewardship.
- Hold CFRE credential or obtain it within six months of hire.
- Demonstrated success developing and executing fundraising strategies that increase revenue, donor participation, and retention. Manage fundraising campaigns, donor communications, budgets, and performance metrics.
- Experience supervising staff, managing projects, and ensuring accountability for results.
- Excellent written and verbal communication, relationship management, organizational, and problem-solving skills.
- Ability to work independently, exercise sound judgment, and collaborate effectively across departments.
- Stay informed of emerging fundraising practices, technologies, and opportunities for innovation.
- Support organizational special events and special initiatives as needed.
- Perform other duties as assigned by the Director of Philanthropy.

Preferred

- Experience fundraising within a cultural, educational, environmental, or conservation-focused institution, including membership programs, donor pipeline development, and strategies to cultivate members into long-term philanthropic supporters, corporate and planned giving.
- Demonstrated success of securing annual gifts of five to six figures and more to meet goals.

Compensation & Benefits

The World Forestry Center offers competitive compensation as well as a generous suite of benefits.

- Salary range: $90,000 - $99,000 (DOE) annually plus benefits
- Medical
- Health Savings Account
- 401K 3% employer contribution, 1% match
- Paid Holidays
- PTO
- Sick Leave
- Vision
- Life Insurance
- Long Term Disability
- Supplemental Insurance
- World Forestry Center Parking Pass
- TriMet Pass
- Employee REAP attraction pass
- Hybrid work environment (2 days remote/3 days on-site)
- Professional development and education stipend
- Collaborative, values-driven culture
- Positive, energized, and mission-driven environment

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.