



SOLVE
IT'S OUR NATURE TO
— VOLUNTEER —

SOLVE Job Announcement: Development Director

SOLVE announces an immediate opening for:

Job Description:	Development Director
Hours per Week:	40
Exempt / Non-Exempt Position	Exempt
Location:	Downtown Portland, OR – with occasional travel to designated Oregon communities
Closing Date:	Open until position is filled
Starting Salary:	\$70,000 + benefits
To Apply:	Send resume and cover letter to: Melisa McDonald, Executive Director, SOLVE, 2000 S.W. 1 st Ave., Suite 400, Portland, OR 97201 or melisa@solv.org Finalist candidates will be asked to complete and sign a formal application form.

Minimum Qualifications

- Bachelor's degree
- Five -seven years of relevant fundraising experience including proven success in securing six-figure contributions and grants
- The ability to manage and assume primary responsibility for developing and implementing a major gifts strategy
- Track record of setting and achieving or exceeding fundraising goals
- Excellent analytical, computer, and written and verbal communication skills
- Demonstrated skill in effectively engaging board members and donors in meeting fundraising goals
- A strong track record in managing multiple tasks in a deadline-oriented environment
- Evidence of successful performance in a highly collaborative, team-oriented organization
- Proven ability to build productive professional relationships with a wide variety of personality types

Summary of Position and Responsibilities

The Director of Development creates the annual revenue plan and manages implementation of the plan, providing oversight of annual giving, special events and major gifts. The Director of Development will be responsible for identifying, cultivating, soliciting and securing new and ongoing major gifts, as well as planned gifts, from individuals, corporations, and foundations.

The Director will also provide supervision to members of the development team relating to the

identification of funding opportunities and solicitation strategies. The Director is a member of SOLVE leadership team and will have responsibility for working closely with SOLVE's Board of Directors and Founders' Circle. The position reports directly to the Executive Director.

Abilities and Requirements

- Skill in financial analysis/understanding of GAAP accounting requirements
- Ability to create systems and organize processes
- Understanding of prospect research tools and best practices in donor cultivation and stewardship
- Ability to inspire and teach others through effective leadership; coaching team members for increased fundraising performance
- Strategic thinker who can interact effectively with a broad base of constituents
- Strong affinity for the mission of community engagement
- Ability to work independently of supervision
- Excellent judgment and interpersonal skills

SOLVE is committed to fostering an inclusive culture that engages and respects a diverse range of individuals in order to enrich our work. We recognize that this requires the involvement of Oregonians from diverse cultures, backgrounds, and beliefs to achieve our mission.