

Civics Learning Project is looking for a dynamic and innovative **Development Director**

LOCATION: Portland, OR (hybrid work, location proximate to Portland area)

REPORTS TO: Executive Director

START DATE: We seek to have someone in place by early Fall 2025.

APPLICATION DEADLINE: Rolling applications

Civics Learning Project is a nonpartisan, nonprofit organization committed to civics education – to equipping Oregon students with the knowledge, essential skills, and motivation to participate in our democracy. We provide evidence-based, experiential programs that bring both teachers and students together with civic leaders, attorneys, judges, and policymakers to equip K-12 students with hands-on experiences that demonstrate how our legal system and government work. We are a dedicated, passionate, collaborative, and caring team of civic-minded individuals, working with an amazing network of more than 700 volunteers across the state to extend our reach and impact to a growing number of teachers and students.

CLP is seeking a Development Director to join our team at a pivotal moment in the organization's growth. As civics education becomes increasingly recognized as essential to a thriving democracy, CLP is about to launch an ambitious new strategic plan to deepen its impact and engagement with students, teachers, and communities across the state. This is an exciting opportunity for a dynamic and experienced development professional to help shape the future of the organization (and Oregon itself) at a moment it is poised for substantial growth.

The Development Director is a key member of the leadership team responsible for designing, implementing, and managing a comprehensive fundraising strategy with a focus on growing support from individual donors, foundations, and civic partners. This role will be especially well-suited to someone with strong ties to Oregon's civic landscape—including government, policy, politics, and/or advocacy communities—and who understands how to navigate and build relationships within those spheres. Given the urgent and growing demand for civics education, we're looking for a Development Director who can also broaden our individual donor base and help connect our mission with a wider public audience.

The ideal candidate will be a relationship-driven fundraiser with a proven track record of cultivating donors, securing grants, and building sustainable development systems. This role will lead all fundraising efforts including planned giving, foundation support, corporate partnerships, and annual campaigns.

Key Responsibilities

Fundraising Strategy & Leadership

- Design and execute an annual and multi-year development plan aligned with organizational goals and strategic vision.
- Serve as a thought partner to the Executive Director and board members on fundraising strategy, revenue forecasting, and donor engagement.
- Collaborate with the Leadership Team and across CLP staff to leverage and support programmatic priorities.

Relationship-Based Fundraising

- Identify, cultivate and steward relationships with donors, prospects, and institutional funders—especially within Oregon’s civic, political, and policy communities.
- Engage with elected officials, civic leaders, and advocacy organizations to build CLP’s network and visibility.
- Partner with the Executive Director, regional staff, and board members to deepen philanthropic engagement in key communities across the state.

Campaigns, Events & Communications

- Design and implement fundraising campaigns that align with program milestones and civic moments (e.g. End of year giving, Giving Tuesday, Constitution Day, etc.).
- Conceptualize and lead annual fundraising events, donor salons, and stakeholder convenings, highlighted by CLP’s annual gala in the spring.
- Oversee staff in development, event planning, and administration in a collaborative supervisory setting to develop and oversee donor messaging, campaign collateral, and event execution.

Grants & Institutional Funders

- Identify and pursue funding opportunities from local, regional, and national foundations aligned with CLP’s mission.
- Oversee grants calendar and supervise grant writing, proposal development, reporting, and stewardship processes.
- Partner with the Executive Director and board members to establish and cultivate relationships with foundation program officers, executives, and board members.

Development Operations

- Set and track annual fundraising goals across individual, institutional, and corporate giving.
- Oversee maintenance of accurate records and prospect pipelines using donor management software (Virtuous) and prepare reports for leadership and the board.
- Oversee and refine systems for donor stewardship, gift processing, and acknowledgement.

Profile of a Successful Candidate*

- Minimum eight years of fundraising experience in a nonprofit policy, advocacy or civic-focused organization, with at least three years of management experience.
- Demonstrated success leading organization-wide development strategy, including setting annual and long-term revenue goals, identifying creative growth opportunities, and aligning fundraising with programmatic and advocacy priorities.
- Experienced in navigating Oregon's civic, government, policy or advocacy spaces, with relationships or insights that inform fundraising strategy.
- Entrepreneurial spirit and comfort in building from scratch, demonstrating resilience, and a willingness to take on tasks large and small to achieve goals.
- Outstanding communication skills, including the ability to craft compelling fundraising materials, lead donor conversations, and collaborate across teams and audiences.
- Proficiency with CRM and donor database systems.

**Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. At CLP we are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be the candidate we're looking for!*

TERMS OF EMPLOYMENT & COMPENSATION:

- The Development Director will be a full-time (40 hours per week) exempt employee of CLP and will report to the Executive Director.
- Work is generally between 8am and 5pm Monday through Friday in a hybrid work environment. Some evening and weekend hours will be necessary to lead and support events.
- The salary range for this position is \$95,000-\$120,000, depending on experience and skills.
- This position offers a competitive benefits package including full medical, dental, and vision insurance for the employee; long-term disability and life insurance; and a 403(b) retirement plan with 3% employer contribution after six months of continuous employment.
- Employment will be contingent upon receipt of employment eligibility verification and satisfactory background check results, as well as proof of valid driver's license, and automobile insurance.

Civics Learning Project adheres to a non-discrimination policy with respect to employment, educational programs, and activities. Civics Learning Project does not discriminate on the basis of race, color, creed, religion, sex, national origin, age, handicap or disability, sexual orientation, or marital status and has a firm commitment to promote the letter and spirit of all equal opportunity and civil rights laws.

TO APPLY

Please submit:

- A cover letter that reflects how your interests and experience qualify you for the Development Director position;
- A resume that clearly details experience relevant to this position; and
- Three professional references.

Send via email as a PDF with Development Director in the subject line. All inquiries will be handled confidentially. The position is open until filled.