



Job Announcement: Development Director

Organizational Overview: Columbia Riverkeeper is a successful nonprofit organization that unites communities to fight for clean water, abundant and harvestable salmon, and climate action. Columbia Riverkeeper works with river communities and in solidarity with Tribes to make an impact. This includes high-profile campaigns and litigation to recover healthy salmon populations and protect the Columbia River from fossil fuels, toxic pollution, the Hanford Nuclear Site, and other threats facing people who rely on the Columbia. Across our campaigns, we promote justice, equity, diversity, and inclusion in environmental decisions and our own actions. This includes working in solidarity with Tribal Nations to achieve common goals. [Our team](#) includes community organizers, scientists, communications specialists, attorneys, and policy advocates. To learn more about our values and commitment to justice, equity, diversity, and inclusion, [click here](#).

Location: Hood River, Oregon (preferred), or Portland, Oregon*

**The preferred location for this position is our Hood River, Oregon, office. This position is eligible for hybrid work two days a week from Oregon or Washington (ex: working from a home office two days a week). Applicants based out of the Portland office will be considered. However, preference will be given to applicants who can work out of the Hood River office. Columbia Riverkeeper currently offers hybrid work for some positions as a benefit and subject to periodic reviews.*

Job Type: Regular, Full-time (40 hours/week), Exempt Position. *Note: Starting July 1, 2026, Columbia Riverkeeper will conduct a one-year pilot of a 36-hour work week (full-time staff have Friday afternoons off). Applicants will be provided with additional details as they move through the hiring process.*

A note to potential candidates: *Studies have shown that women, trans, non-binary, BIPOC, and other candidates from most-impacted communities are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description. We are committed to building a diverse and inclusive organization, and we are most interested in finding the best candidate for the job. That candidate may be one who comes from a background less traditional to our field of work, and that's welcome. We would strongly encourage you to apply, even if you don't believe you meet every one of the qualifications described.*

Position Description:

The Development Director is an experienced manager and innovative leader who guides strategies and action to meet Columbia Riverkeeper's fundraising goals and raise the profile of the nonprofit across the region. They lead a high-performing team that includes a development manager, senior grants manager, and database specialist. The Development Director also coordinates with communications, finance, and program staff to advance the organization's values and fundraising goals. This is an exciting opportunity to help a reputable, financially-solid, and growing nonprofit sustain and develop revenue needed to achieve its ambitious goals and vision to protect and restore the lifeblood of the Pacific Northwest, the Columbia River.

Throughout the Development Director's scope of work, they endeavor to implement Columbia Riverkeeper's [values](#). They actively work to foster an equitable and inclusive experience for everyone in their work.

The Development Director is responsible for working independently and in a team; managing multiple tasks and meeting deadlines; and giving and accepting constructive feedback, while maintaining cooperative and respectful working relationships with staff, vendors, contractors, and the public. They report to the Executive Director.

Responsibilities:

- **Management:** Supervise the Development Team; hire and work with vendors and contractors; and serve on Columbia Riverkeeper's Leadership Team, weighing in on organizational policies, decisions, and collaboration.
- **Development Strategy, Planning, and Pivots:** Develop, and track progress on, the organization's annual Development Plan, including engaging the Development Team in feedback on the plan's development and implementation.
- **Major Donor and Legacy Giving Cultivation, Stewardship, and Asks:** Cultivate, steward, and develop donation "ask" strategies for Columbia Riverkeeper's major donor prospects and major donors, including working with the development manager and executive director who also steward major donors.
- **Fundraising Communications:** Write and edit fundraising communications, including appeal letters, donor letters, website content, social media content, grant applications and reports, and other outreach materials.
- **Emerging Development Opportunities:** Seeks out and assesses emerging fundraising trends and opportunities to ensure Columbia Riverkeepers development work remains fresh and effective.
- **Gift Processing Management:** Review and provide feedback on the development manager's management of gift processing, donor acknowledgement, donor data, thank-you letter/email updates, and donor database.
- **Technology and Systems:** Ensure Columbia Riverkeeper has the tech tools

needed to succeed in fundraising, including weighing in on new software, connecting fundraising tracking needs with communication and operations needs, and periodically reviewing procedures.

- **Events:** Lead fundraising events, including planning and participating in virtual and in-person events, to cultivate new donors, foster relationship-building, and support fundraising goals. Invite donors to Program events and periodically participate in program events to support relationship-building and fundraising goals.
- **CRM Database Management:** Identify needs for systems for managing contacts; supervise the database specialist and support them in the evaluation and update of systems; ensure compliance with privacy laws and nonprofit privacy best practices.
- **Foundation Relations and Grants:** Support with foundation stewardship; periodic grant writing, reporting; periodic grant management needs; and supervision of the senior grants manager.
- **Finance & Administration Support:** Collaborate with the finance & administration director to ensure alignment on revenue goals and financial reporting.
- **Hiring:** Help to identify the need for new positions or changes in development and operations job duties and work plans; work with the executive director, finance & administration director, and other staff to support hiring when it occurs, including leading Hiring Teams.

Required Qualifications:

- **Passion for Columbia Riverkeeper's Mission, Values, & Theory of Change:** Columbia Riverkeeper's theory of change is rooted in relationship-building and working in solidarity with Tribal Nations to protect and restore the Columbia River. We unite river communities to support clean water, strong salmon runs, and a just transition from fossil fuels. In doing so, we inspire people to engage in multi-generational efforts and celebrate impactful victories for the Columbia River and the people who rely on it. Check out our [Strategic Plan](#) for more details on our work, values, and approach.
- **Fundraising Strategy & Execution:** Minimum of seven years fundraising experience in the nonprofit sector with proven ability to create and implement development plans (individual giving, grants, events) and secure major gifts. This includes:
 - **Strategic Planning:** Proven ability to create and implement comprehensive development plans (individual giving, grants, and events) that ensure organizational sustainability.
 - **Major Gift Mastery:** Demonstrated success in identifying, qualifying, and securing major gifts through proactive solicitation.

- **Opportunity Scanning:** Ability to monitor the philanthropic landscape to identify and pivot toward new funding trends and revenue streams.
- **Donor Relationship Management:** Expert in building long-term, trust-based relationships with donors to enhance retention and increase giving.
- **Strategic Thinking:** The ability to align development activities with organizational goals, forecasting financial needs, and scanning for opportunities.
- **Leadership & Team Management:** At least five years management experience of two or more direct reports, including demonstrated ability to inspire and manage staff to meet goals, foster a collaborative culture, and support morale.
- **Communication & Persuasion:** Excellent writing, editing, and public speaking skills for donor engagement, grant proposals, and public presentations.
- **Data Analysis & Technical Skills:** Experience in using CRM databases (e.g., EveryAction or other CRM database) and interpreting analytics to guide strategy.
- **Evening/Weekend Work:** Ability to participate in periodic evening and weekend work to participate in events, meetings, and travel.
- **Travel:** Drivers license and ability to drive to donor meetings and work events.

Preferred:

- Familiarity with the Columbia River and environmental justice issues in river communities.
- Experience with EveryAction database and Salesforce.
- Experience managing grants and stewarding foundations.

Physical Requirements, Work Environment, and Travel:

This position requires the ability to operate phones, computers, and other office equipment, and the physical ability to perform light lifting. While performing the duties of this job, the employee is regularly required to sit, stand or walk; use hands to finger, handle, or feel; reach with hands and arms; stoop or bend; and talk or hear. The employee must occasionally lift and/or move up to 15 lbs. Work is performed in an office setting, at private and public events, and in public and private spaces. The position requires regular travel between Columbia Riverkeeper's Hood River and Portland offices and within the region. Generally, the working conditions have little or no exposure to extremes in safety hazards or hazardous materials.

Salary Range & Benefits: \$105,000 - \$125,000, depending on experience. Benefits include:

- employer paid medical, dental, and vision insurance for employees
- 50% employer-paid health insurance contribution for dependents
- short-term and long-term disability insurance

- life insurance
- generous vacation package, including paid extended leave after seven years working at Columbia Riverkeeper
- 15 paid holidays
- personal days
- paid volunteer time off
- 401(k) employer contribution and matching
- an encouraging and flexible work environment, with core hours from 8 a.m. - 4 p.m. or 9 a.m. - 5 p.m.
- annual professional development budget
- annual wellness stipend

This position is eligible for a moving stipend.

To Apply: Complete this [Google Form link](#), which includes uploading a resume, cover letter, and three professional references. This form requires you to sign into Google to submit. If you don't have a Google account or have technical issues, email your application to info@columbiariverkeeper.org with the subject line "Development Director." Please combine the cover letter, resume, and references into a single PDF attachment titled "Last Name.First Name.Development Director."

Application Deadline: June 11, 2026. Consider applying early. Please no follow-up calls.

Start date: Late August.

Columbia Riverkeeper is committed to creating a diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or other non-merit-based factors.

Columbia Riverkeeper is committed to providing equal opportunity and access throughout the hiring process. In accordance with the Americans with Disabilities Act (ADA), we will provide reasonable accommodations to applicants upon request. If you need assistance or accommodations during the application or interview process, please contact the Director of People & Culture by email or phone: kayla@columbiariverkeeper.org, 541.399.9119.