



Development Manager Job Description

The Architectural Heritage Center (AHC) is a 501c3 organization located in Portland, OR. Our goal is to empower people to discover and preserve Portland's historic and culturally significant places. We envision that, through our programs and advocacy, people across the Portland Metro Area will embrace preservation and reuse as a key component in creating equitable, livable, and sustainable communities.

Our key values are:

Stewardship: Ensure that future generations inherit the buildings and spaces that reflect their roots, tell our story, and create a meaningful sense of place.

Inclusion: celebrate and support the full spectrum of Portland's cultural diversity in our work, and in our organization.

Livability: champion the fact that retaining and repurposing existing buildings is the fastest way to create housing without losing the walkability, cultural identity, and grace of our neighborhoods.

Sustainability: promote the essential role of restoration and reuse in our fight to lower carbon emissions and reduce landfill waste. Buildings are our biggest renewable resource!

Our work includes:

- Exhibits on our city's architecture and history.
- Walking tours of our city's historic neighborhoods.
- Telling the full story of our city's built history.
- Talks and workshops related to Portland history, architecture, and appropriate restoration
- Advocacy with local and state leaders.
- Tools and a Resource Guide for saving historic places.
- Maps to explore Portland's architecture and history.

The AHC operates a vibrant educational center, exhibition gallery, library/archives, and offices in a restored historic building in Portland that the organization owns and maintains.

The Development Manager is responsible for leading the AHC's development strategies and fundraising efforts to generate increased public support for and engagement in the mission of the AHC. The Development Manager works closely with the Executive Director and Board of Directors to achieve annual revenue goals, cultivate current and new donors, and grow new sources of support to ensure the AHC's long-term financial stability.

Major Responsibilities:

- Design, implement, and lead effective strategies: (A) for annual fundraising campaigns; (B) to support project-specific campaigns; and (C) to increase the endowment.
- Maximize income and support from all potential funding sources, including individuals, corporations, foundations, government, and community sources; and identify and activate new, sustainable, and diverse sources of revenue and support over time.
- Track major donor engagement and solicitation strategies and ensure the Executive Director and Board Members are moving prospects toward solicitation. Note that the Executive Director and Board Members are the individuals primarily responsible for managing major donor relationships.
- Oversee stewardship activities to ensure all donors are being appropriately and regularly acknowledged for their contributions.
- Manage and implement fund development activities, including: (A) direct mail fundraising; (B) foundation and government grant applications; (C) special events; (D) solicitation of corporate support and sponsorships; (E) planned giving; (F) donor retention. The Marketing Manager serves as a partner in these areas.
- Provide strategic leadership of our volunteer annual fundraising benefit committee.
- Assist the Executive Director and Board in setting realistic and measurable short-term and long-term fundraising goals. Participate in long-range and strategic planning for the organization and collaborate with other staff on projects.
- Monitor and evaluate fundraising programs through appropriate tracking measures, reporting, and analysis. Leverage the fund development database system to its fullest capacity.
- Coordinate and collaborate with communications staff to tell the unique story of the AHC and increase public understanding of the impact of the AHC's work in the community.
- Other duties and responsibilities as requested and assigned.

Job Requirements

- 2-4 years of fundraising experience with demonstrated results, preferably at a non-profit, including individual gifts, foundation grants, corporate giving/sponsorships, and events management.

- Proficiency with Customer Relationship Management applications, such as Neon CRM.
- Demonstrated skill at contacting prospects by phone and electronic communication channels.
- A strong interest in the AHC's mission and areas of focus, including, but not limited to, history, architecture, preservation, cities and urban development, adaptive reuse/renovation, arts, crafts, and material culture.
- Familiarity with the Portland and/or Oregon fundraising environment, especially in arts and culture, or ability to learn a new environment quickly.
- Project planning and management skills.
- Excellent oral and written communications and presentation skills; excellent interpersonal skills; strong professional presence.
- Attention to detail and thoughtfulness in execution of quality work.
- Adaptability and comfort working with a small staff in a collaborative environment.
- Bachelor's degree or equivalent experience required.

Job Conditions

Occasional staffing of evening and Saturday programs and events.

The work environment is a small, busy office, with the option of working from home a portion of the time. The noise level in the work environment is usually low to moderate. While performing the duties of this job, the Development Manager is regularly required to sit, stand, walk, speak, and hear. The position requires extensive computer use. The employee must have sufficient hand dexterity to use a computer keyboard and be capable of reading a computer screen. The employee must occasionally lift and/or move up to 25 pounds. The AHC/BMF is an equal opportunity employer.

Full time (40 hours/week), exempt. Salary range \$60,000-70,000 depending on experience. Benefits include health insurance, paid holidays, PTO.