



Development & Outreach Associate

Salary Range: \$44,300-\$64,300

Job Classification: Regular, Exempt

Minimum Hours Required: 30 Hours Per Week

Supervisor: Communications & Outreach Manager

POSITION SUMMARY

This position is part of a team that implements strategies for development, communications, and events to support the Estuary Partnership's programs and Comprehensive Conservation and Management Plan (CCMP).

This position is focused on developing public support for and increasing awareness of Estuary Partnership programming, as well as amplifying the work of partners that support achievement of the CCMP in the lower Columbia region. The Communications and Outreach Associate works independently and with their supervisor to develop and implement fundraising strategies, plan community and fundraising events, and support external communications. They will also assist with grant writing and participate in cross-functional teams as a communications and outreach specialist. Their work serves to advance Estuary Partnership priorities and visibility, build support for the Estuary Partnership and programs, and engage partners and the general public with a focus on diverse people and perspectives. This position requires strong attention to detail and communication and organizational skills. Employees in this position collaborate regularly with their supervisor and across teams, and have regular contact with all Estuary Partnership staff, the Board of Directors, staff from other agencies and organizations, the business community, regional partners, donors and supporters, elected officials and their staff, contractors, the media, technical experts, vendors, and community members.

Employees in this position may deal with sensitive issues, including sensitive donor and financial information, that require confidentiality, tact, and diplomacy.

This position is based in the Estuary Partnership Portland office and is flexible in nature with a mix of remote and in-office work, with occasional meetings and events outside the office.

REQUIRED EXPERIENCE AND KNOWLEDGE

- Three years' experience in public relations, events planning, fundraising and/or communications. A degree or course work in a related field or program administration can be included as experience.
- Organizing and hosting events of various sizes with a range of audiences.
- Developing and implementing fundraising campaigns and donor relations.
- Researching potential funding sources and drafting applications.
- Familiarity with natural resource and environmental education concepts and topics.
- Experience working in cross functional teams and working collaboratively to complete projects. Strong written and verbal communication skills.
- Preferred experience using Adobe Creative Suite (e.g. Photoshop, InDesign, Illustrator), fundraising and event management applications (e.g. Eventbrite, MailChimp and Greater Giving), nonprofit databases, social media platforms, and Drupal.

ESSENTIAL DUTIES

- Communicate regularly with and collaborate with supervisor and other staff on development and delivery of programs.
- Assist with and help to plan, coordinate and implement annual fundraising events, campaigns, conferences, workshops and other events that engage a range of audiences.

- Assist with content for the organization website and social media platforms (Facebook, Instagram Twitter, LinkedIn), with special attention paid to giving voice to diverse communities and narratives.
- Assist with design, development, and production of print projects and electronic communications to a range of audiences and users, including but not limited to articles, newsletters, reports, briefs, fact sheets, video/multi-media, web, and social media.
- Work to further authentic relationships and partnerships on behalf of the organization. Identify potential partnerships with diverse community groups and work to create and deepen diverse partnerships.
- Assist with developing and writing proposals and other fundraising applications. Research new potential funding opportunities.
- Participate in team meetings.

ADDITIONAL DUTIES

- Assist with updating the constituent database and related lists.
- Identify opportunities for storytelling about Estuary Partnership projects, partnerships, and other applicable topics about the lower Columbia River.
- Increase awareness of the Estuary Partnership brand and programs.
- Manage and track multiple projects and tasks simultaneously and ensure deadlines are met.
- Write and disseminate program or project information and make presentations on program or project information.
- Identify barriers to participation for underserved community members and help remove barriers.
- Build and strengthen partnerships and foster collaboration with a variety of viewpoints and diverse interests to serve all communities and give people parity and equal engagement with and in the protection of natural resources.
- Participate in all-staff meetings.
- Participate in small groups and committees, as assigned.
- Represent the Estuary Partnership at meetings, conferences, and workshops and in other public settings.
- Other related duties as assigned.

ORGANIZATION STANDARDS OF PERFORMANCE

- Place the river and public trust at the forefront. Support and promote the mission and work of the Estuary Partnership. Be familiar with the activities of all Estuary Partnership program areas, the lower Columbia River and the National Estuary Program, natural resource protection, and community programming.
- Include diverse and underserved communities, including communities of color and low-income communities, to improve racial, gender, and cultural responsiveness when working with colleagues and partners and in carrying out job duties and responsibilities.
- Cultivate a positive work ethic and team environment. Exhibit a positive attitude and high level of professionalism. Support Estuary Partnership employees, Board members, volunteers, and partners.
- Provide exceptional service, internally and externally. Adapt and continually improve.
- Attend work regularly and on-time.
- Exercise discretion and discern and maintain confidentiality.