



Position Announcement: Director of Development

Position Title:	Director of Development
Department:	Development
Reports to:	Executive Director
Status:	Full-time (1.0 FTE), Exempt
Salary Range:	\$100,000 – \$110,000
Application Deadline:	Open until filled, interviews begin June 15, 2025

Food. Counseling. Connection

About Us

Our vision is that everyone in our community is fully nourished—emotionally, physically, and spiritually. At William Temple House, we offer a healthy food pantry, low-cost counseling, clothing, and household items to our Portland-area neighbors. With our 60-year history of responding to the needs of our community through essential programs and services, we support 4,500+ people each year across the Portland metro area.

We serve a diverse cross-section of Portland, including immigrants, people of color, LGBTQIA+ individuals, people with disabilities, and people across all ages. Our holistic, client-centered approach provides free and low-cost mental health counseling, nutritious food, hygiene supplies, clothing, and referrals for utility and transportation assistance. We also operate the William Temple House Thrift Store that provides earned revenue to support our mission.

If you are passionate about equity, impact, and the transformative power of fundraising, this is your opportunity to lead with purpose and be part of a deeply meaningful mission.

Current Opportunity

William Temple House is seeking a visionary and strategic **Director of Development** to lead our growing development team and advance a mission that serves Portland's most underserved communities. This is a high-impact role for an experienced and inspiring fundraising leader with a strong background in major gifts, donor engagement, and collaborative strategy development.

As Development Director, you will be responsible for designing and executing a unified fundraising strategy that generates \$1 million annually in support of core operations. You will cultivate deep, lasting relationships with donors and galvanize internal stakeholders—including the Executive Director, Board of Directors, and the Marketing Manager—around the feasibility and execution of ambitious development goals.

You will lead new fundraising initiatives such as endowment growth, planned giving, and special campaigns, all while tracking metrics to ensure accountability, sustainability, and continued mission impact.

This is more than a job—it's a chance for you to help ensure that no one in our community faces hardship alone.

Key Responsibilities

Fundraising Strategy & Execution

- Develop and implement comprehensive giving programs with a focus on major gifts.
- Create and lead annual development and marketing plans aligned with strategic goals.
- Define performance metrics, monitor progress, and adapt strategies as needed.
- Manage a portfolio of approximately 60 donors and prospects.
- Partner with the Executive Director to manage their portfolio of 25 top donors.
- Prepare compelling proposals, presentations, and reports for donors, leadership, and the board.
- Design and implement stewardship programs to build long-term donor relationships.
- Plan and execute donor cultivation and appreciation events.

Team & Resource Management

- Supervise the Marketing Manager and contracted Grant Writer.
- Collaborate with the Finance Department to develop and manage annual budgets for development and marketing.
- Foster a culture of collaboration, accountability, and high ethical standards.
- Inspire and mobilize staff, board members, and volunteers in fundraising efforts.

Donor & Stakeholder Engagement

- Build strong, mission-driven relationships with current, lapsed, and prospective donors.

- Maintain accurate records using DonorPerfect and other donor engagement tools.
- Provide timely and effective reports to the Executive Director and Board of Directors.

Professional Development & Leadership

- Serve on the Board Development Committee and the Strategic Planning Committee.
- Represent William Temple House in local professional associations.
- Attend one national development conference annually with the Executive Director.

Qualifications

- Deep alignment with William Temple House's mission, values, and commitment to social justice.
- At least seven years of progressive nonprofit fundraising experience, including five in a leadership role.
- Demonstrated success in major gifts fundraising and campaign goal achievement.
- Strategic thinker with the ability to set and meet ambitious goals.
- Strong verbal and written communication skills; persuasive and inspirational.
- Technologically proficient; experience with donor databases (DonorPerfect preferred) and research tools.
- Excellent project management, time management, and organizational skills.
- Collaborative, self-motivated, and results oriented.

For further information about this position, please contact Candace Horter at Horter Consulting at 503-490-6842 or cmhorter@yahoo.com

To Apply

Please send a one-to-two-page cover letter explaining your interest in the position and how your background could support your work here, a current resume in chronological order, and the names of four professional references to Eli Soria, Operations Manager, at esoria@williamtemple.org.

We will contact references only for those advancing to the final stage of the hiring process.

Applications will be reviewed on a rolling basis. Interviews begin June 15.



Equal Opportunity Employer

We are an Equal Opportunity Employer encouraging applications from people of color, immigrants, LGBTQ people, women, and people with disabilities. The board and staff believe they can meet the organization's mission only with a diverse range of members, employees, and participants who actively cultivate a culture of equity and belonging.