

TITLE: Development Specialist

Bark is seeking an experienced team member to strengthen Bark's organizational resources for the defense of Mt. Hood National Forest in alignment with environmental justice principles.

Employment Status: 1.0 Full-Time Exempt

Salary and benefits: Bark is an equal opportunity employer. We offer a flexible, team-based environment with immediate opportunities to shape organizational strategies, competitive salary (\$50,000 – 57,000 for this position, depending on experience), and benefits package, including health and dental insurance, paid vacation days, federal holidays, paid sick leave, and a paid long-term leave policy (1-month sabbatical leave after 3 years of employment).

Location: Portland, OR – Hybrid, primarily in office.

Application Period: Open until filled.

ABOUT BARK

Located in Portland, Oregon, Bark was founded in 1999. Our formal mission statement is: "To transform Mt. Hood National Forest into a place where natural processes prevail, where wildlife thrives and where local communities have a social, cultural, and economic investment in its restoration and preservation."

Bark grew out of a community centered around recreation interests paired with an understanding of western ecological science and the legal system. These origins are euro-centric and settler-colonial in perspective, and do not meet the needs or provided the values necessary to restore ecosystems and relationships between people and place.

Today, Bark recognizes the immense range of knowledges, cultures, histories, privileges, and responsibilities that inform how different communities relate to the forest. We encourage and expect all within our organization to engage in the demanding, enlightening, disorienting, empowering, uncomfortable, and deeply validating work of challenging the traditional approach environmental conservation within our individual and collective perspectives.

The name "Bark" originally refers to the role of the "barker" in society, who loudly and persistently calls for us to pay attention to issues that impact the public. Bark is the resource for community action to protect Mt. Hood National Forest and surrounding federal lands* through the power of engaged, informed, and active communities. We are a community of varied interests and experiences, ensuring that the U.S. Forest Service is justly accountable to the diverse communities that live in connection to and rely upon the forest.

POSITION SUMMARY

The Development Specialist builds relational and financial resources to support Bark's work by managing individual donor and business donor relationships and records, securing donations, managing the development calendar, connecting staff to fundraising efforts, securing foundation grant income, and planning annual fundraising events, campaigns, and communications.

ESSENTIAL FUNCTIONS (other duties may be assigned):

Anti-Oppression and Environmental Justice

- Create strategies and actions that advance equity, diversity and inclusion in Bark's fundraising activities and communications.
- Support an inclusive culture and environment in Bark's activities, events, and workspaces.
- Communicate authentically and knowledgeably with donors and partners about anti-oppression and environmental justice principles, initiatives, programs, and activities.

Fundraising and Administration

- Coordinate two annual fundraising campaigns per year utilizing fundraising events, email, social media, direct mail, direct donor contact, and other methods as appropriate.
- Supervise fundraising staff, currently two canvassers, in alignment with the collectively bargained agreement for these union represented positions.
- Maintain relationships with grant funders and submit grant proposals.
- Maintain and utilize Bark's member database to ensure accuracy and quality of donor activity, records, thank you and follow up activities, and general fundraising communications, and to analyze donor community to create strategic fundraising activities.
- Build business partnerships, workplace giving, employer match, individual donor and other income streams.
- Support day-to-day fiscal management (banking, bookkeeping, tracking and reporting income, etc.).
- Maintain the development calendar by tracking meetings and deadlines, scheduling fundraising activities, and coordinating staff as needed.

General Program Admin & Miscellaneous

Attend staff meetings. Communicates with Bark's Board of Directors through regular reports and informal updates as needed. Supports program activities during

major campaigns. Participates in Strategic Planning and decision-making. Other duties as needed.

REQUIRED EXPERIENCE

- At minimum 2 years of experience in a full range of industry standard fundraising activities, particularly, but not limited to, individual donor development including major gifts, and business partnerships.
- Outstanding skill and experience in the written and verbal solicitation of funding.
- At minimum 1 year of experience in a leadership role utilizing CRM (customer relations management) databases (Bark uses Salsa CRM and Salsa Engage).
- Proficiency in utilizing industry standard information technology, at minimum spreadsheet, presentation, and word processing software and collective workspace/communication apps.
- Experience in research and assessment of fundraising strategies.

REQUIRED SKILLS

- An academic or professional background in fields or issues relevant to the Essential Functions of this position.
- Familiarity with Pacific Northwest conservation issues, the history of PNW conservation, and capacity to confront white supremacy culture in the conservation and philanthropic fields.
- Proven success working independently and as part of a team.
- Ability to communicate in person, over the phone and/or via computer.
- Ability to work some evenings, weekends and flex-time when necessary for events, campaigns and major donor outings.
- Community, volunteer, educational, or work experience in any of the following fields: activism/organizing, environmental education, public interest advocacy, and/or involvement with campaigns aimed at influencing social or environmental policy change.

TO APPLY

We strongly encourage people of color, women, and LGBTQ+ applicants to apply. Please email the following as document (**not** pdf) attachments to [hiring@bark-out.org](mailto: hiring@bark-out.org). The position will remain open until filled.

- 1 page cover letter;
- Resume; and

- 3 professional references.
- Cover letters should communicate your commitment to Bark’s mission and advocacy and answer the following questions:
 1. What other organizations are you a part of and how do you see Bark being different from them?
 2. What are your thoughts on environmental justice in a “public lands” context?

Please write “Development Specialist Application” in the subject-line of the email. To learn more about Bark, visit www.bark-out.org