



Development Associate Position Description

Organizational and Campaign Overview:

Our Children's Trust ("OCT") is an all-women-founded human rights organization leading the game-changing, youth-driven, science-based, global climate recovery campaign to secure the legal right to a healthy atmosphere and stable climate for present and future generations. OCT supports youth climate advocates, partner organizations, and volunteer and pro bono legal counsel and scientists in the U.S. and around the globe, in legal actions that seek legally-binding, countrywide and/or statewide science-based Climate Recovery Plans that will return atmospheric carbon dioxide concentrations to levels below 350 ppm by the year 2100. We also work at the grassroots level to support local government efforts to adopt similar plans at the community level. OCT has co-produced 12 short award-winning documentaries telling the stories of youth, lawyers, and leading scientists and experts in their quest for legally binding climate recovery action by government, and brings attention to this game-changing legal campaign through media, communications and continued film development.

Position Location: Eugene, Oregon.

Overview of Position:

The Development Associate position supports the overall mission of Our Children's Trust, by directly supporting our strategic campaign to compel government action to effect systemic science-based climate recovery policies at all levels of government.

Through individual giving appeals, major gift solicitation, foundation outreach and volunteer contributions of time and service, OCT returns a multi-million dollar income stream in support of our work. The purpose of this position is to assist OCT broadly in development-related activities as assigned.

The Development Associate will provide research, writing, program design ideas and administrative support to the overall fundraising efforts of OCT. The Development Associate will assist in designing and executing most fundraising activities and maintaining donation records and ensuring timely donor communications. The Development Associate will be involved in developing relationships with donors and in creating and implementing a wide variety of fundraising initiatives and programs. The Development Associate will work closely with the Deputy Director and other staff members as appropriate, to identify potential sources of funding, track the progress of fundraising efforts, and to integrate fundraising with our communications and community engagement efforts.

This position carries a great deal of responsibility in a high intensity, demanding, time-sensitive environment. The position requires some evening and weekend work in addition to the regular workweek. The position may also require occasional travel, including multiple overnights, for periodic related work.

This Position Reports to: Deputy Director primarily and Executive Director secondarily.

General Duties and Responsibilities:

- **Create and Track Fundraising Initiatives**

The Development Associate will help envision, create and execute effective fundraising initiatives. The Development Associate will identify, propose, design and potentially execute materials and programs to support effective donor prospect identification, cultivation, solicitation, recognition and stewardship efforts. This will involve designing and proposing collateral materials, contacting potential donors, maintaining relationships with existing donors, organizing and executing fundraising initiatives, creating and submitting reports respecting progress and effectiveness of fundraising efforts, maximizing crowdfunding opportunities, recurring donor management, ongoing donor stewardship communications, marketing and outreach efforts.

- **Record and Acknowledge Donations**

The Development Associate will maintain all records of donations in GiftWorks. The Development Associate will work with the Finance and Human Resources Manager in keeping accurate track of all donations. The Development Associate is also responsible for sending timely receipts for and acknowledgements of donations to donors and granting agencies.

- **Research Funding Sources and Proposal and Report Drafting**

The Development Associate remains current with events and trends in local, national and international climate mitigation and philanthropy. Working with other team members, the Development Associate will identify, research and report about potential sources of donations/grants to OCT, both orally and in writing. The Development Associate will also prepare drafts of written funding proposals and reports, and materials related thereto, for review by the Deputy Director. The Development Associate will also manage the calendar of fundraising deadlines and events.

- **Provide Administrative Support**

Organize and maintain development files and documents in both paper and electronic formats. Manage electronic storage, retrieval and processing of development documents on NextCloud. Prepare and present oral and written summaries. Interact professionally with OCT personnel and constituents. Create and maintain spreadsheets and databases.

Reporting Duties and Responsibilities:

Report internally as requested.

Preferred Qualifications:

- Passion for science-based climate justice and local-low-carbon living.
- An interest in working with youth, families, and diverse partners.
- Undergraduate degree, with a preference for Masters level non-profit administration coursework.
- One or more years working in non-profit development, or equivalent experience.
- Proficiency with computer graphic design, multiple word processing, cloud storage, financial and CRM software, including GiftWorks, QuickBooks, NextCloud, Word, Excel, GoogleDocs/Sheets.
- Familiarity with crowdfunding platforms and practices.
- Ability to quickly learn new technology and software.
- Great attention to detail and follow up.
- Strong creative and analytical skills.
- Excellent written and verbal communication skills
- Excellent organizational skills.
- Desire to work with a small grassroots team in a fast-paced advocacy setting.
- Reliably able to handle an intense, fast-paced, work environment healthfully with a high stress tolerance.
- Experience working both independently and collaboratively.
- Highly dependable and available and able to respond quickly to organizational needs.
- Always professional and engaged.

To Apply: We seek to grow a diverse staff that represents the diversity of our youth and the diversity of the climate justice movement and encourage people of color, women, LGBTQ individuals, and people of diverse faiths and national origins to apply. Email the following application materials to dorna@ourchildrenstrust.org: letter of interest including salary requirements, resume, list of three professional references with email addresses and phone numbers, work sample (**all combined into one PDF**). Please put “Development Associate” in the subject line. Applications will be reviewed on a rolling basis.