



TITLE: Development Associate

LOCATION: Bend, Oregon

SUPERVISOR: Development Director

DESCRIPTION OF DUTIES: ONDA seeks an energetic and organized Development Associate to lead outreach programs that grow our community of supporters and enhance high desert conservation initiatives in Oregon. Key responsibilities include event planning and execution, volunteer coordination, data management, and a variety of public engagement efforts to attract and retain donors and advocates. *This is a full time position and includes benefits.*

Event Coordination

- Lead all aspects of planning and implementing a diverse calendar of events including the High Desert Speakers Series, Desert Naturalist Hike Series, a field-based multi-day member meeting, and other member and public events that grow support for conservation and elevate ONDA initiatives.
- Recruit sponsors, coordinate venues, identify vendors, produce print materials, create promotional strategies, and track and communicate with attendees in support of assigned events.
- Coordinate volunteers for and support additional organization events (Wild and Scenic Film festival etc.) as directed.

Outreach

- Strategize and organize ONDA's presence at existing regional public events to grow support for desert conservation initiatives.
- Enlist and manage retail partners to promote and expand distribution of ONDA's Wild Desert Calendar, expose new audiences to the wonders of the high desert, and encourage public engagement in conservation.
- Recruit, manage and connect volunteers and interns to event and office-based tasks and special projects.
- Support ONDA's comprehensive membership growth and retention plan.

Communications

- Foster a connection to Oregon's high desert by contributing to efforts to inform members and the public of key issues, initiatives and opportunities.
- Plan, prepare and send news and action alerts to email subscribers in conjunction with communications staff.
- Conduct and support member stewardship and outreach campaigns through phone calls, emails and presentations to engage supporters in ONDA's fundraising and advocacy activities.
- Develop compelling messaging and materials to support objectives in conjunction with ONDA communication team.

Data Management

- Process all financial donations, retail sales, and in-kind contributions in donor database and prepare acknowledgement letters.
- Capture key information from events, outreach and advocacy efforts and ensure accurate entry or import into donor database.

- Update contacts, prepare reports, analyze data, coordinate relevant mailings, and enhance processes and documentation.

Administration

- Make weekly bank deposits, maintain promotional and tabling items, respond to member inquiries, and other support as needed.
- Write member correspondence, newsletter articles, grants, digital content, plans, reports and other materials as needed.

REQUIREMENTS

- A passion for conservation and Oregon's high desert public lands.
- Experience interacting with the public and working in fast-paced, team setting. A background deepening engagement with supporters or securing donations is preferred.
- Excellent time management and advanced written and verbal communication abilities.
- Technical experience including Microsoft Office programs, social media applications, websites, bulk email software and data management systems.
- Ability to travel as needed throughout the state and work occasional evening or weekends in rural and urban environments.
- A bachelor's degree or work experience in a nonprofit environment, particularly in a development or outreach capacity, is preferred.

ABOUT OREGON NATURAL DESERT ASSOCIATION

ONDA is a nonprofit conservation organization based in Bend, Oregon with more than 10,000 members and supporters dedicated to the protection and restoration of Oregon's high desert landscapes, waterways and wildlife.

APPLICATION PROCESS

To apply, please send a cover letter, resume, references and one writing sample to outreach@onda.org. Application review and interviews will begin immediately and will be ongoing until filled.

ONDA welcomes diversity and is committed to creating an inclusive environment for all employees.