



Philanthropy Officer

Salary: \$85,000 – \$95,000

Hours: 40 hours per week

Location: Columbia Gorge or Portland, OR Area

Status: Exempt

Supervisor: Director of Philanthropy (Interim Supervisor, Executive Director)

Effective Date: November 2026

BACKGROUND

Friends of the Columbia Gorge was founded in 1980, with members in Oregon, Washington, and beyond dedicated to preserving, protecting, and stewarding the Columbia River Gorge National Scenic Area. With offices in Portland and Hood River, Oregon and Washougal, Washington, the organization uses an array of tools (advocacy, litigation, land acquisition, and public education) to ensure the Columbia Gorge remains a wondrous and vibrant place. In 2005, Friends launched the Friends of the Columbia Gorge Land Trust, a 509(a)(3) supporting organization to acquire spectacular landscapes within the Columbia Gorge.

SUMMARY OF POSITION

Building a large and diverse cross-section of major contributors across the Pacific Northwest is critical to sustaining Friends' efforts to preserve the Columbia Gorge. Friends' Philanthropy Team works to develop innovative and creative strategies to effectively educate, engage, and inspire supporters to protect, preserve, and steward the Columbia Gorge.

In addition to the Philanthropy Officer, the Philanthropy Team includes a Grant Writer, Member and Public Engagement Specialist, Data and Philanthropy Coordinator, and Philanthropy Director along with support from the Executive Director and Board of Directors. This is an external-facing role essential to achieving Friends' mission and strategic goals.

ACTIVITIES & RESPONSIBILITIES

- Build authentic relationships with individual donors through personalized outreach, meetings, and stewardship.
- Manage a portfolio of mid-level donors and prospects, to cultivate increased engagement and contributions over time.
- Collaborate with the Executive Director, Philanthropy Team, and Board Members on donor engagement strategies.
- Assist in planning and executing donor events and engagement opportunities and activities, including Conservator Circle (\$1,000 annual) and Guardians Circle (\$5,000+ annual).
- Ability to recruit and retain high-level donors.
- Develop and implement stewardship strategies to ensure donor retention and

satisfaction.

- Support campaigns and initiatives, including capital, endowment, and land acquisition efforts, as needed.
- Partner with team members to identify planned giving prospects and facilitate legacy discussions.
- Work with Public Engagement Team to develop compelling donor materials and campaigns.
- Collaborative efforts with organization on metrics and measurable outcomes.

REQUIRED QUALIFICATIONS

Required:

- 5+ years of experience in fundraising, donor relations, or related fields.
- Excellent interpersonal skills with a passion for connecting with people and building relationships.
- Strong written and verbal communication skills, with the ability to tailor messaging to diverse audiences.
- Self-starter with a proactive approach to meeting new people and engaging donors.
- A willingness to learn and grow within the organization, with mentoring and training provided.
- Enthusiasm for the protection, preservation, and stewardship of the Columbia River Gorge National Scenic Area.
- Commitment to Diversity, Equity, and Inclusion values and incorporating them into donor engagement strategies.
- Familiarity with fundraising tools and systems (e.g., CRM software) is required.

Preferred:

- BA/BS degree (or year-over-year working experience) in related field
- Desire to participate in ongoing organization DEI/J training and initiatives
- Dedication to professional growth and continuous learning

COMPENSATION & BENEFITS

Salary range is \$85,000 – \$95,000 annually, commensurate with experience and education. Excellent benefits include generous vacation time and holidays, generous health insurance for employees and dependents along with an employer-matched retirement plan.

DIVERSITY, EQUITY, INCLUSION, AND JUSTICE WORK AND ORGANIZATIONAL CULTURE

The Columbia Gorge has been home to Indigenous peoples since time immemorial, stewarding the land and waters of this region long before European colonization and the western idea of environmentalism. Friends is dedicated to ensuring the Columbia Gorge remains a place of wonder for generations to come. Whether it is the land, water, wildlife, people, Tribes, or communities, each is dependent upon the others for the Gorge to truly thrive. This is not possible without representing and engaging tribal as well as other diverse communities and individuals who share a connection to this special place.

Read our full DEIJ statement [here](#).

EEO POLICY

Friends is an equal opportunity employer and does not unlawfully discriminate based on race, religion, gender, age, disability, national origin, sexual orientation, veteran status, or any other protected status in accordance with local, state, and federal law.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoffs, recalls, leaves of absence, compensation, and training.

WORKING ENVIRONMENT

Full-time hybrid between office and home. Minimum of three days in the office per week (including Mondays and Wednesdays), and the last business day of the month. Other hours include required Friends events throughout the year, board meetings, land trust meetings, and finance committee meetings. Office is primarily desk work with a sit/stand option in an open shared desk setting, using a computer extensively, and occasional trips to the bank or investment office.

ADA STATEMENT

Reasonable accommodation may be made to enable individuals with disabilities to perform essential job functions.

APPLICATION

Please send cover letter and resume to careers@gorgefriends.org with Philanthropy Officer in the subject line and where you saw the posting. Deadline for applications is November 11th, 2026.