



**Director of Development
Hiring Packet**

Parrott Creek is at a pivotal moment in its history and we are seeking a new Director of Development to be part of delivering our vision and promise.



About Parrott Creek

Since 1968, Parrott Creek has supported some of our most vulnerable community members: we serve low-income children, families and individuals involved in juvenile justice, child welfare, substance misuse and behavioral health systems. Based on a practice of unconditional positive regard, our programs and services span the continuum of care from peer mentoring through to outpatient treatment, recovery homes, housing services and intensive residential programs. Since 1968, we have served more than 30,000 youth and families and currently serve over 1,000 clients per year from across Oregon.

Our mission is to offer person-centered and culturally responsive programs and services to address social determinants of health in our community. Our goal is for all people to experience social, emotional, and physical wellbeing with justice and hope. We combine evidence based and trauma-informed treatment models with restorative justice and mindfulness to help individuals heal, grow, and succeed. We believe our clients are smart, capable and doing the best they can with the resources they have available to them. Our job is to help them reach their full potential.

We deliver our mission by ensuring that Parrott Creek is a unique, values-based, and empowering place to work. Our values are

- **Unconditional Positive Regard** - Assuming positive intent and accept people are using the skills they have the best they can
- **Mindfulness** - Being fully present and engaged in the moment
- **Trauma Informed** - Offering a culture of healing and empowerment by creating a mindful environment of kindness and support with a regard for behaviors, attitudes and through patterns formed by trauma
- **Restorative Justice** - We focus on repairing relationships, asking each other to be accountable for the harm we cause
- **Social Justice** - Working towards the equitable treatment of all people; recognizing dynamics of power, privilege and oppression

Parrott Creek is unafraid to challenge systemic racism and institutional bias. We are regularly called upon to share strategies and ideas on how to best respond to the needs of our communities.

However, Parrott Creek's vision is only made possible by the incredible dedication and compassion of its staff team, the outcomes achieved and the successes of our clients. As a collaborator, we believe that none of our work is possible without effective and mutually-respectful partnerships and we invest time and resources into proactively developing and maintaining close relationships with dozens of other organizations making a positive impact in our communities.

Join Parrott Creek at an exciting moment of growth and possibility!

Parrott Creek is at a pivotal moment in its history and we are seeking a new Director of Development to be part of delivering our vision and promise. In 2021, we embarked on an audacious capital campaign to re-envision the care, treatment and physical spaces provided to youth in residential settings. Working with local and national experts (including the University of Oregon and Harvard University) we are developing sector-leading, transformative, and culturally responsive approaches to residential treatment, and we are placing ourselves at the heart of statewide efforts to meet the ever-changing needs of vulnerable children and families. We are also responding to the growth in demand for mental health and drug-treatment services and programs that can reverse the disproportionate impact of behavioral health challenges on BIPOC, LGBTQIA+ and other disadvantaged communities.

With our new youth residential treatment campus scheduled to reopen in summer 2025, it is an exciting time to build on our successes, engage a whole new community of donors, and become a regional center of excellence. We would love our new Director of Development to help us deliver on the promise expressed by Senator Wyden, *“I’m convinced Parrott Creek is going to be a model for putting kids first. We’ll have a twofer because, in addition to helping kids today, we’ll help other kids in the future because we’ll have been able to create other [...] facilities that can see [...] Parrott Creek and say, ‘Those folks sure got it right.’”*

For more information, please visit: <https://pcreek.org/bright-futures-campaign/>

About the Role & About the Future

The full job description is outlined below, along with our competitive benefits package and how to apply. While we list a number of responsibilities and qualifications, we are not expecting candidates to be experts in everything. We want to find the right person who aligns with our values, who believes in our mission, and who is excited to invest themselves in making our vision a reality. Once appointed, we are excited for the new director to build and grow their development team.

Salary: From \$85,000.00 per year or commensurate with experience.

Benefits

403(b), 403(b) matching, Dental insurance, Flexible schedule, Flexible spending account, Health insurance, Life insurance, Paid time off, Professional development assistance, Vision insurance and a “Wellness Day” per pay period.

How to apply

Please submit a cover letter along with your resume to dbenjamin@pcreek.org.

Who to ask questions of?

Donnie Benjamin, Director of Human Resources, dbenjamin@pcreek.org, 503 722 4110 Ext 102

*A note to potential candidates: Studies have shown that women, trans, non-binary, BIPOC, and other candidates from most-impacted communities are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description. We are committed to building a diverse and inclusive organization, and we are most interested in finding the best candidate for the job. That candidate may be one who comes from a background less traditional to our field of work, and that’s welcome.

Job Title: Director of Development

Position Overview: The Director of Development will be responsible for planning and implementing a comprehensive fundraising program that includes major gifts, corporate and foundation giving, planned giving, and special events. The successful candidate will work closely with the Executive Director and Board of Directors to develop fundraising goals and strategies.

Key Responsibilities:

- Develop and implement a comprehensive fundraising plan to meet the organization's annual revenue goals.
- Identify and cultivate major gift prospects, as well as corporate and foundation donors.
- Collaborate with the Capital Campaign Director and Executive Director to ensure the successful completion of the campaign.
- Plan and execute special events that engage donors, raise funds and celebrate our partnerships.
- Collaborate with the Operations and/or Administrative teams to plan, organize and deliver events.
- Develop effective donor communications and marketing strategies.
- Collaborate with Operations and/or Administrative teams on communications and marketing activities.
- Design and grow a fundraising team, providing guidance, training, and support as needed. Work closely with the Board of Directors and Executive Director to develop fundraising strategies and goals.
- Monitor and analyze fundraising data to evaluate performance and adjust strategies as needed.

Qualifications:

- Bachelor's degree in nonprofit management, business administration, or a related field, or demonstrable commensurate experience.
- Minimum of 5 years of experience in nonprofit fundraising, with a proven track record of success in major gifts, corporate and/or foundation giving, and special events.
- Excellent written and verbal communication skills, including the ability to write compelling donor communications and marketing materials.
- Strong leadership and management skills, with experience managing a team of fundraising professionals.
- Demonstrated ability to work collaboratively with colleagues, Board members, and volunteers.
- Experience with fundraising software and donor databases.
- A deep commitment to the mission and values of our organization.

Development Director Hiring Timeline

- Position Announcement November 1
- Applications reviewed by HR Director
- Phone Interview with outgoing Development Director
- Zoom Interview with Hiring Committee
- In Person Interview with Executive Director and Board Chair
- Position Offered with an approximate start date January 2025

The deadline for this job posting is December 4, however, any applications received prior to this date will be evaluated and, if qualified, be invited for further screening.