



Position Title: Philanthropy Officer

Reports to: Philanthropy Advisor

Status: Regular employee, full-time exempt

Salary: \$65,000-\$75,000

Benefits: Health, dental, and vision insurance; Simple IRA retirement plan with employer match; generous PTO; paid holidays; and longevity leave

Location: Eugene, OR

Timeline: Open until filled

POSITION OVERVIEW

McKenzie River Trust is seeking a relationship-driven fundraiser to serve as a Philanthropy Officer and play a key role in expanding and deepening philanthropic support for land conservation across western Oregon. Reporting to the Philanthropy Advisor, this position is responsible for managing and advancing a portfolio of individual donors and prospects through personalized, strategic engagement.

The Philanthropy Officer will focus on building strong, long-term relationships with individual donors as well as foundation and corporate partners, guiding them through the full fundraising cycle. This role is hands-on and externally focused, with clear responsibility for advancing giving conversations and generating philanthropic revenue to support McKenzie River Trust's mission.

The ideal candidate is an organized, proactive fundraiser who enjoys relationship building, communicating impact, and working toward clear fundraising goals. They will thrive in a collaborative environment and play a key role in strengthening McKenzie River Trust's philanthropy pipeline during a period of organizational growth.

ABOUT [MCKENZIE RIVER TRUST](#)

McKenzie River Trust is an accredited, non-profit land trust that protects over 11,000 acres of land in western Oregon, including forests, rivers, wetlands, and coastlines that support clean water, fish, wildlife, and for public benefit. We partner with public and private landowners to conserve land through fee-title acquisitions and conservation easements, protecting cherished lands and water for future generations.

Our vision: Clean, free-flowing rivers. Plentiful salmon runs. Vibrant farms and forests that provide livelihoods and habitat. From the Cascade Mountains to the Pacific Ocean, we envision a future in which conservation lands are at the core of community efforts to sustain clean water, abundant fish and wildlife, and diverse natural resource economies in western Oregon.



RESPONSIBILITIES

Donor Portfolio & Relationship Engagement (70%)

- Manages and advances a portfolio of individual donors and prospects through personalized cultivation, solicitation, and stewardship.
- Develops and executes individualized donor strategies to support meaningful philanthropic investment.
- Meets defined fundraising goals tied to the assigned donor portfolio.
- Identifies, qualifies, and cultivates new prospects in partnership with the Philanthropy Advisor.
- Builds and maintains strong, long-term relationships with donors through regular, meaningful engagement.
- Identifies and cultivates legacy giving opportunities within assigned donor relationships.
- Manages assigned foundation and corporate funder relationships, in alignment with the fundraising strategy set by the Philanthropy Advisor.
- Conducts donor meetings, site visits, and events to deepen donor understanding of McKenzie River Trust's mission and impact.
- Collaborates with the Philanthropy Advisor, Executive Director, and Board members to support donor engagement and solicitations as appropriate.
- Serves as a knowledgeable and professional representative of McKenzie River Trust to donors and partners.

Collaboration & Stewardship (20%)

- Collaborates across McKenzie River Trust staff to align donor engagement with conservation impact and stewardship efforts.
- Supports effective donor recognition and stewardship that reflects donor interests and giving history.
- Stays current on McKenzie River Trust and regional partner land and conservation efforts.
- Incorporates staff participation in field tours and events into donor cultivation plans.

Systems & Accountability (10%)

- Maintains accurate and timely documentation of donor activity, moves management, and opportunities (proposals) in the fundraising database (Salesforce).
- Tracks progress toward portfolio goals and report regularly on donor activity and fundraising outcomes.
- Uses donor data and insights to support data-informed engagement strategies
- Pursues ongoing training and keep up to date on current trends in major gift fundraising.



REQUIREMENTS, KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated success building and managing relationships with individual donors and prospects.
- Working knowledge of Salesforce or other CRM and data-informed fundraising practices.
- Proven ability to guide donors through the full fundraising cycle.
- Strong interpersonal and communication skills, with the ability to build trust and connect donors to conservation impact.
- Strong time and project management skills.
- Ability to develop and execute individualized donor engagement strategies.
- Experience conducting donor meetings, site visits, and in-person engagement activities.
- Comfort working collaboratively with senior leadership and board members on donor engagement.
- Organized, detail-oriented approach to managing multiple donor relationships and priorities.
- Collaborative mindset and ability to work effectively across an organization.
- Familiarity with conservation, land trusts, environmental nonprofits, and/or mission-driven organizations preferred.
- Comfort working outdoors and giving tours of conservation properties with donors/supporters at all ability levels.
- Certified in CPR and First Aid, or willingness to receive certification.
- Knowledge in land protection, stewardship, and restoration principles or willingness to learn from other MRT staff.
- A valid driver's license, proof of insurance, and a good driving record.

PREFERRED QUALIFICATIONS

- Preference of 3 years of professional experience in philanthropy, development, fundraising, or related field
- Demonstrated success generating philanthropic revenue for an organization
- Willingness and ability to travel within western Oregon for donor meetings, tours, site visits, and events
- Commitment to McKenzie River Trust's mission and values

WORK ENVIRONMENT

The Philanthropy Officer will be based out of McKenzie River Trust's office in Eugene, Oregon, under a hybrid model of at least 16 hours in the office. Regular travel for donor cultivation is expected within the Trust's service area, including throughout Eugene, Springfield, the upper Willamette basin, and the central Oregon coast. Less frequent travel to Portland and other urban wealth centers as needed. Few tasks will require significant physical exertion, but there may be situations that demand being outdoors in all weather conditions and on difficult and sometimes hazardous terrain. Some weekend and/or evening work will be necessary.



McKenzie River Trust is committed to cultivating an inclusive work environment and providing equal opportunities to all employees and applicants for employment without regard to race, religion, color, age, sex, national origin, sexual orientation, gender identity or expression, genetic disposition, neurodiversity, disability, veteran status or any other protected category under federal, state and local law.

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to the safety or health of employees or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

APPLICATION PROCESS:

To Apply: Please prepare a resume and cover letter describing your interest, addressed to Kristi Schneider, Philanthropy Advisor. Send your letter and resume, combined into one PDF no longer than four pages total, via email to jobs@mckenzieriver.org with Philanthropy Officer in the subject line of your email. Employment is contingent upon the successful completion of a background check. McKenzie River Trust is an Equal Employment Opportunity employer. For more information about us, please visit www.mckenzieriver.org.

Hiring Timeline and Process: Originally posted on July 22, 2026, this is a rolling application process, with reviews beginning two weeks from the post date and applications accepted until the position has been filled. McKenzie River Trust typically conducts a remote interview via Zoom, a second interview, a writing exercise, and a final in-person meet-and-greet with the staff before a formal offer is made. The McKenzie River Trust hiring process can take up to two months. The Hiring Manager will keep applicants informed throughout the process.