



DEVELOPMENT COORDINATOR

We're looking for a Finance Manager to join the TEP team in Garibaldi, OR.

TEP is a 501c(3) non-profit organization dedicated to the conservation and restoration of Tillamook County's estuaries and watersheds through active stewardship, scientific inquiry, community engagement, and education. We follow a Comprehensive Conservation and Management Plan ([CCMP](#)) to implement our 10-year action agenda. TEP's projects include tidal wetlands restoration, fish passage barrier removals through the Salmon SuperHwy partnership, BackYard Planting Program, a native plant nursery, water quality monitoring and improvement, K-12 environmental education, Explore Nature events, and more.

The majority of our operational funding and our project implementation funding (~\$5.7M annually) come from federal, state, and local grants. The remainder of our income is from donations. Our project budget is expected to grow by \$3M in 2027 and 2028 due to the award of a large restoration grant. We are starting a \$7M capital campaign for the construction of a new Estuary Science Center in Bay City, OR. We are seeking a qualified person to help manage the current and future finances for our growing non-profit organization.

Scroll down for more information on the Development Coordinator Position and how to apply.

DEVELOPMENT COORDINATOR

JOB OVERVIEW

Reports to	Community Outreach Manager	Classification	Regular, Full-Time, Exempt
Salar Grade	Coordinator (SG 9)	Salary Range	\$60,300-\$71,900

GENERAL JOB DESCRIPTION

The Development Coordinator (DC) position is an integral part of Tillamook Estuaries Partnership's high-performing team. The primary objective of this position is to support TEP's fundraising and donor engagement efforts by cultivating relationships with donors and supporters, coordinating fundraising activities, preparing grant proposals and reports, and maintaining effective development systems. This position works closely with the Executive Director, Leadership Team, and staff to implement TEP's fundraising and friend-raising activities. This position will help identify funding opportunities, prepare grant applications, coordinate donor communications and stewardship, support fundraising events and campaigns, and maintain accurate and timely development records.

The Development Coordinator will have opportunities to develop skills in individual giving, foundation and government grants, corporate partnerships, donor stewardship, fundraising events, and capital campaign support.

HOW DOES THIS ROLE SUPPORT TEP'S MISSION?

The Development Coordinator supports TEP's mission by helping secure the resources needed to conserve and restore Tillamook County's estuaries and watersheds and engage communities in their stewardship and restoration. This position will support fundraising for TEP's Estuary Science Center capital campaign as well as annual fundraising for operations.

WHAT IS THE ROLE ACCOUNTABLE FOR?

- Ensure fundraising and development activities are carried out in keeping with TEP's values, mission, and goals.
- Coordinating fundraising activities and campaigns, including individual giving, foundation and corporate outreach, special events, and other fundraising opportunities.
- Identifying and tracking potential foundations, corporate, government, and individual funding opportunities.
- Preparing and submitting grant proposals and reports in coordination with TEP leadership and program staff.
- Maintaining accurate donor records, prospect information, and development files.
- Coordinating donor acknowledgments, communications, and stewardship activities.
- Coordinating the annual Bounty on the Bays fundraising event and other development events.
- Create development content and information for TEP communications, newsletters, website, social media, and other outreach materials.

HOW DO WE MEASURE SUCCESS?

- Fundraising activities and campaigns are implemented on schedule and in alignment with TEP's annual development priorities.

- Grant proposals and reports are submitted accurately and by the required deadlines.
- Donor records and development systems are accurate, current, and well maintained.
- Donors and funders receive timely acknowledgments and meaningful stewardship communications.
- The donor and prospect base is maintained and gradually expanded.
- Development events and campaigns are effectively coordinated and supported.
- Annual Key Performance Indicators (KPIs) and job-related goals are being met.
- The Development Coordinator establishes positive and professional relationships with donors, funders, volunteers, partners, and community members.
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JOB-SPECIFIC RESPONSIBILITIES

Fundraising & Donor Engagement

- Support the implementation of TEP's annual fundraising plan, the Estuary Science Center capital campaign, and other fundraising campaigns through donor communications, research, stewardship, events, and campaign material.
- Assist with expanding TEP's donor and supporter base. Research prospective individual, foundation, corporate, and government funders.
- Maintain prospect lists and track donor and funder communications and follow-up.
- Assist with donor outreach, including email, phone, written communications, meetings, tours, and events.
- Prepare donor correspondence, acknowledgments, proposals, presentations, briefing materials, and stewardship communications.
- Support TEP leadership with donor meetings and cultivation activities.
- Coordinate donor and supporter tours, special events, and other engagement opportunities.
- Support in-kind donation requests and relationships with local businesses and community partners.
- Assist in developing and maintaining relationships with donors, funders, businesses, and community partners.

Grants

- Research and identify relevant federal, state, local, foundation, and corporate grant opportunities that support the Estuary Science Center.
- Prepare grant proposals, letters of inquiry, applications, budgets, attachments, and supporting materials for grants that support the Estuary Science Center.
- Prepare assigned grant reports and maintain records of grant requirements and deadlines.
- Track assigned grant opportunities, submissions, awards, and reporting requirements.

Capital Campaign Support

- Support fundraising activities for the Estuary Science Center capital campaign.
- Coordinate donor communications, campaign materials, meetings, tours, events, and stewardship activities.
- Maintain campaign prospect and donor records.
- Prepare materials for donor meetings and campaign outreach in coordination with TEP leadership.
- Coordinate follow-up and stewardship activities with campaign prospects and donors.
- Work with the Community Outreach Manager to ensure campaign materials and outreach are accurate, consistent, and aligned with approved messaging.



Fundraising Events

- Coordinate and implement TEP's annual Bounty on the Bays fundraiser.
- Support other fundraising events, donor gatherings, tours, and cultivation activities.
- Coordinate event logistics, invitations, registrations, sponsorships, auction or raffle items, donor communications, and follow-up.
- Track event-related income, expenses, sponsors, donors, and in-kind contributions.

Development Systems & Administration

- Maintain TEP's fundraising database and auxiliary development files.
- Ensure donor records, contact information, giving history, acknowledgments, and correspondence are accurately documented.
- Coordinate timely gift acknowledgments and tax receipts.
- Track pledges, sponsorships, in-kind contributions, and other commitments.
- Prepare regular development reports for the Executive Director.

Communications & Outreach

- Provide development-related content for TEP's newsletters, website, social media, annual reports, donor communications, and other materials.
- Help identify stories, accomplishments, data, and program information that demonstrate TEP's impact to donors and funders.
- Ensure development materials accurately reflect TEP's mission, programs, accomplishments, and approved messaging.
- Support public outreach and community engagement activities that contribute to donor cultivation and stewardship.
- Support volunteer-driven fundraising and friend-raising activities.

GENERAL RESPONSIBILITIES

- Support TEP staff, Board of Directors, and partners in the development, implementation, and reporting of TEP's CCMP, 5-year strategies, and annual work plans.
- Represent TEP at meetings, committees, conferences, workshops, and events as needed.
- Support TEP- and partner-led water quality, restoration, monitoring, nursery, and community engagement programs.
- Any other duties as assigned

EMPLOYEE CORE COMPETENCIES

- Relationship Building
 - Written & Verbal Communication
 - Grant Writing & Fundraising Support
 - Organization & Follow- Through
 - Attention to Detail
 - Donor Stewardship
 - Collaboration
 - Initiative & Problem Solving
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QUALIFICATIONS FOR NEW HIRES INTO POSITION

The Right Fit, Rather than a Perfect Fit

Studies have shown that underrepresented people often do not apply for technical jobs unless they feel they meet every qualification or requirement listed in a job description. Conversely, people with identities overrepresented in these fields often do not hesitate to apply for jobs even if they do not meet all stated qualifications. TEP does not expect one person to perfectly fit the Development Coordinator job description prior to holding a similar position for several years. TEP wants the *right* fit, for both the employee and for TEP. Prior experience may be transferable, even if it is outside what is described herein. Training and professional development is available to TEP employees to help improve skills. Passionate and interested people with the core competencies listed above are encouraged to apply.

MINIMUM REQUIREMENTS

- A minimum of two years' experience working in a grant writing, proposal preparation, donor communications, fundraising, or related work or communications position with a preferred focus on natural resources or environmental science
- Proficiency with MS Word, Excel and PowerPoint. Adobe, Canva, or other similar software and capable of creating visually compelling presentations
- Strong and demonstrated database management skills.
- Excellent written and verbal communication skills with strong organizational skills and attention to detail.
- Ability to prioritize and manage multiple projects, deadlines, and competing priorities.
- Demonstrated ability to build positive and professional relationships with donors, funders, community members, volunteers, and partners.
- Familiarity with email marketing, donor databases, CRM systems, or similar systems is preferred.
- English language proficiency
- Reliable transportation to/from TEP's office that does not interfere with the hours required for this position. (This can include public transportation.)
- Must be able and willing to travel throughout Tillamook County and the region, with occasional further travel.

PREFERRED SKILLS AND EXPERIENCE

- Two or more years of experience in nonprofit development, fundraising, grant writing, communications, event coordination, or a related field.
- Experience:
 - Coordinating fundraising events or campaigns.
 - Individual donor stewardship or relationship management.
 - Working with diverse populations, rural communities, and/or private landowners.
- Bachelor's degree in nonprofit management, communications, marketing, business, environmental studies, or a related field; equivalent relevant experience may substitute for a degree.
- Proof of valid driver's license and current auto liability insurance. These are required (i) prior to driving any TEP-owned vehicle and (ii) prior to driving any vehicle, including personal vehicle, for any TEP-related business. Having a personal vehicle is more convenient for the Development Coordinator position but is not a pre-employment qualification.

DESIRED ATTRIBUTES THROUGHOUT TENURE IN THIS POSITION

- Effective and respectful communication in verbal and written interactions.
- Demonstrates integrity and ethical behavior.
- Strong collaboration skills, ability to motivate others, build consensus, and follow-through with group decisions
- Strong collaboration skills and ability to work effectively as part of a team.
- Self-motivated and able to carry out tasks and respond to situations as they arise with appropriate guidance.
- Strong interpersonal skills and the ability to establish authentic relationships with a wide range of people.
- Demonstrates a concern for accuracy and produces thorough, professional work.
- Demonstrates a concern for effectiveness and proactively identifies opportunities to improve systems and processes.
- Works in an economically, socially, and environmentally sustainable manner.
- Displays a positive attitude and enthusiasm for participating on a high-performing team.
- Interest in and commitment to TEP's mission and the restoration of Tillamook County's estuaries and watersheds.

WORKING CONDITIONS

Work locations (Where & Getting There)

Work shall be performed primarily at TEP's main office, currently located at 613 Commercial St, Garibaldi, Oregon 97118. The main office may temporarily move, within Tillamook County, during construction of the new Estuary Science Center. Upon completion of construction, TEP's main office will relocate to Bay City, Oregon.

TEP's Main Office - Located in the Port of Garibaldi. Public transportation buses do not come directly into the Port of Garibaldi. Getting between the TEP office and the nearest stop requires moving approx. 0.4 miles through the Port (some sections of roadway do not have sidewalks) and over railroad tracks. Traffic can be heavy at times with lumber trucks, recreational fishing boats on trailers, passenger vehicles, and the Oregon Coast Scenic Railroad train. (Tillamook County is a small, rural community with bus services, but without Uber or Lyft, and extremely limited taxi service.)

Field Locations – Workspaces in the field may be almost entirely open to the elements. Must be comfortable working in all weather conditions, year-round throughout Tillamook County, and ready to make adaptive plans for adverse weather. The Development Coordinator may sometimes drive on unpaved, logging roads outside of cellular service, for certain outreach activities. Will have access to emergency satellite communications and emergency supplies in case of breakdown but must be prepared and self-reliant to handle these situations.

Nursery – Project work may occasionally be required at TEP's Native Plant Nursery, located in the Port of Tillamook, adjacent to the Oregon Youth Authority (OYA) Camp Tillamook, a minimum-security youth detention facility.

WORK HOURS (WHEN)



TEP's full-time staff typically work four 10-hour days each week, 7:00am – 5:30pm, Mondays through Thursdays. Evening and weekend work may be required occasionally to support TEP. The Development Coordinator may be eligible to work an alternative schedule in order to accommodate personal/family needs. Options include (i) an alternate four 10-hour workdays per week, Tues-Fri; and (ii) an alternate five 8-hour workdays per week, Mon-Fri.

This position is eligible to work a hybrid schedule in accordance with TEP's Workplace Policies and may work up to half of the regularly scheduled work hours remotely from a home office.

An alternative work schedule and the hybrid option are each contingent upon workload and job performance and is at TEP management's discretion.

WORK ENVIRONMENT

Work assignments may require sitting, recording and entering data, typing, bending, pulling, reaching, walking/moving along uneven surfaces and in rough terrain, lifting up to 30 pounds, and occasionally contending with adverse weather conditions requiring special clothing and safety precautions.

WORK RULES

This position is subject to all TEP policies including, but not limited to, those provided in the Employee Handbook, Fiscal Policy, safety protocols, and standard operating procedures (SOPs). This position is subject to pre-employment background checks and periodic background checks during employment.

WORK TRAVEL

Travel during work hours for this position will usually be less than 100 miles per month. TEP currently has two vehicles, which are typically unavailable for this position.

TEP reimburses those employees who are pre-approved to drive their personal vehicles during company-related travel, excluding commuting to and from work, at the IRS standard mileage rate.

Reasonable accommodation will be made for employees who do not drive or who do not have a personal vehicle but are required to travel during work hours for TEP-related business.

Salary and Benefits

The salary range for this position is \$60,300-\$71,900 per year, based on a 40-hr week work schedule. Actual offer of compensation shall be dependent upon experience. TEP processes payroll on a monthly basis.

This position is eligible for enrollment in TEP's comprehensive benefits package. Details on benefits can be provided to candidates during the interview process. An overview of TEP's current benefits package for full-time employees includes:

- Medical, Dental, Vision Insurance (TEP pays 100% for employee, 80% for spouse and dependent children)
- Retirement Program – TEP contributes an additional 7% of the employee's salary into a 401k, with tiered vesting structure based on years of employment with TEP; employee may also contribute to 401k)
- Holidays – 10 federal holidays plus 2 floating holidays



- Vacation – Approx 10.5 days per year (accrual system to be explained upon hire)
 - Professional development/training budget: \$1250 per year, funding dependent
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Application Process

To apply, please submit the following documents as either .pdf or Word files by email:

1. A resume. Applicant's contact information must include mailing address, phone number, and email address.
2. A statement of qualifications and interest. The statement of qualifications should describe the applicant's relevant experience and interest in the position and should not exceed two full, single-spaced pages.
3. Three professional references. Each reference must include the person's name, email address, phone number (if within the United States), and the person's affiliation (link to your resume).
4. Please indicate in your email how you found this open position.

Please email application materials to info@tbnep.org. Applications will be accepted until **5:00 pm (Pacific Time), Monday, November 2nd**. Incomplete or late applications will not be considered.

TEP will review applications in November. All applicants will be contacted by email and advised whether or not they are proceeding to the interview phase of the selection process. Interviews will be conducted in person or via Zoom, depending on the applicant's location. The preferred start date for this position is December 1st; the exact date shall be agreed upon by the successful candidate and TEP.

This document is not intended to be an exhaustive description of the Development Coordinator position. TEP management reserves the right to amend and change the content to meet business and organizational needs as necessary.

Tillamook Estuaries Partnership is an equal opportunity employer. TEP does not discriminate on the basis of sex, race, religion, creed, color, age, national origin, ancestry, marital status, veteran or military status, disability, sexual orientation, or any other characteristic or status protected under applicable federal, state, or local laws in the administration of its programs or activities. TEP does not harass, intimidate, or retaliate against any individual or group because they have exercised their rights to participate in actions protected, or oppose actions prohibited, by the State of Oregon and Federal civil rights and non-discrimination laws, or for the purpose of interfering with such rights