

Application Deadline: February 15, 2026

Job Title: Philanthropy Coordinator

Location: Portland, OR (hybrid position)

Position Type: Full-time

Expected Start Date: March 2026

Who we are: The Freshwater Trust (TFT) is a nonprofit leader in data-driven watershed restoration and freshwater resource management. Our team members are building tools and creating and testing new, scalable solutions that will help deliver measurable environmental and economic benefits. With a mission of preserving and restoring freshwater ecosystems, our approach is driven by science, data, and results (see our [Core Values](#)).

TFT employs ~50 team members with programs across California, Oregon, Idaho, Washington, and Colorado. We currently have three physical offices in Portland, OR, Ashland, OR and Sacramento, CA. Our team members range in background and skillset. Teams include science and analytics, program implementation, habitat restoration, legal, philanthropy and fundraising, communications, finance, and administrative and systems support.

Who you are: The Philanthropy Coordinator is a highly organized, detail-oriented development operations professional who thrives in a collaborative environment. You're comfortable managing donor data and gift processing in Salesforce, coordinating closely with philanthropy and finance teams to ensure accuracy, timeliness, and follow-through. You bring strong administrative and project management skills, can juggle multiple priorities at once, and take pride in keeping systems, events, and communications running smoothly. You're proactive, dependable, and flexible. The Philanthropy Coordinator will report to the Strategic Philanthropy Director.

Position Responsibilities:

- **General Development Operations**

- Collaborate closely with the philanthropy team to ensure timely execution of donor communications, events and projects, consistent with department strategy.
- Maintain accurate and complete Salesforce records, ensuring data integrity across all development activities.
 - Manage gift processing, including tracking pledges and gifts and generating acknowledgments.
 - Perform additional functions such as lead conversion, campaign attendance updates, and report generation.
- Track partnership giving programs and recurring monthly gifts.
- Serve as a liaison with the finance team on philanthropic revenue, including reconciliation of online gifts (e.g., Click & Pledge) with NetSuite (our accounting system).
- Process and track incoming checks and other offline contributions.
- Conduct donor research as needed.
- Support special projects as assigned.
- Provide administrative and office support as needed, such as mail/mail processing and letterhead management.

- **Event Coordination**

- Annual Fight for Fish Golf Tournament: Coordinate all aspects of the event, including scheduling, lodging, tee times, invoicing and payment collection, golfer transportation, and on-site logistics.
- Other Events: Assist with event logistics, which may include volunteer coordination, setup and breakdown, raffle ticket sales, attendance tracking, invoicing, and post-event follow-up.

Desired Skills and Qualifications:*Qualities:*

- The ability to adapt to new processes and contexts quickly
- Highly collaborative across teams and comfortable asking questions
- Relational and collaborative; excel in building trust and finding common understanding between diverse stakeholders, and working with others to achieve multiple benefits
- Continuously assess processes to identify opportunities for improvement and propose more efficient, successful systems

Skills:

- Strong time management skills with ability to be flexible and responsive to changing priorities
- Capacity to proactively juggle multiple tasks and competing priorities within a high-energy environment
- Strong proficiency in Microsoft Office, specifically Word and Excel, as well as other basic administrative tools
- Proficient in Salesforce

Qualifications:

- College degree or comparable experience
- 3+ years' experience in program support or administration outside of academia
- Able to work in complex multi-disciplinary team environments

Seeking Perseverant, Creative and Energetic Candidates Who:

- Exhibit professionalism, confidence, intellectual curiosity, and resilience
- Hold legal authority to work permanently in the US

Compensation:

- Competitive salary based on experience
- The Freshwater Trust believes in investing in our employees, their health, and future through our benefits offerings. Our total rewards package includes staff health and dental coverage, automatic 5% retirement employer contributions (on top of salary), and internet and cell phone reimbursement. We support our staff with 5 weeks of paid time off plus over 12 paid holidays per year. We also offer perks such as staff retreats, sabbatical for full-time staff after seven years, and professional development opportunities.

Application Instructions:

Supply the following three items in a single PDF: cover letter; resume; and 3 references [here](#).

Interested candidates from historically underrepresented communities are strongly encouraged to apply. The Freshwater Trust is an equal opportunity employer and does not discriminate in its selection of candidates for employment on the basis of race, color, national origin, religion, sex or sexual orientation, marital status, disability, age, military service, family medical history, legal source of income, gender identity, political affiliation, or family leave obligations. ADA accommodations will be provided upon request.