



Events & Membership Coordinator

Applications due January 17, 2018. Email resume and cover letter to nicolep@RestoreOregon.org

Hours: Part time – 20-25 hours/week
Reports to: Director of Development
Location: Restore Oregon office, Portland, OR
Compensation: \$17-19/hour

Restore Oregon is a statewide 501(c)(3) non-profit whose mission is to preserve, reuse, and pass forward the historic places that make our communities livable and sustainable. We expect all employees to display creativity, professionalism, warmth, respect, flexibility, and integrity in all aspects of the organization and its activities.

Role:

To support the success of the organization's educational and fund raising goals by planning and coordinating event and program logistics; cultivating and building the general member-donor base and coordinating business memberships/sponsorships; and, managing volunteers.

Responsibilities:

- Event planning, coordination, and management – venue, catering, equipment, day-of logistics (set up to tear down), event execution, budget management and overall project management for large regular programs (annual fundraising gala, home tour), small events and special projects.
- Member-donor cultivation – expand Restore Oregon's base by conducting membership solicitation and renewal/upgrade campaigns, year-end appeals; maintain donor database (SalesForce software) and generate reports/mailling lists.
- Business Program - identify, solicit and steward a business membership and sponsorship program. Administer the annual DeMuro Award program's nomination process.
- Volunteer coordination – cultivate and manage a base of volunteers; ensure sufficient volunteers for events; communicate and recognize volunteer contributions; administrative work to support staff or committee.
- Administrative duties - performs all duties in a timely and efficient manner; including but not limited to recording and tracking donor contracts and payments, reviewing and submitting event related invoices for payment, writing acknowledgement and thank you letters, assembling donor solicitation packets, creating and updating donor/program related forms, researching both monetary and in-kind funding sources, writing solicitation letters and promotional material for all communication platforms, executing mass mailings.
- Coordinates work with external and internal audiences including staff, volunteer committees, vendors and donors.

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- Provide support to other fund raising and Restore Oregon initiatives as requested.
 - Represent Restore Oregon in a positive and professional manner at all times, including working with staff, volunteers, and vendors.

Qualifications:

Education: Bachelor's degree highly desirable.

Experience: Minimum 3 years of special events experience, nonprofit events preferred. Minimum 2 years of fundraising experience preferred. Corporate and/or Business-to-Business sales leadership experience may be substituted for fundraising experience. Proficiency and experience with Salesforce software preferred.

Skills and Abilities: Ability to relate well and work effectively with multiple constituencies and audiences. Excellent verbal and written skills. Knowledge of office systems: MS-Office preferred and fundraising database systems (e.g. Salesforce). Highly organized and detail oriented to manage event timelines and marketing processes. A team player committed to developing and working within a collaborative environment and to ensuring the highest customer service orientation.

Travel: Requires occasional travel within the state.

Hours: 20-25 hours/week with some flexibility in schedule. Occasional nights and weekends as needed to support special events and related meetings.

Physical requirements:

Work is accomplished in an office setting. This requires the ability to manage information in electronic formats and to accomplish the work in a mostly sedentary setting. Occasionally, light work (exerting up to 20 pounds) is required for special events. Occasionally travel to various venues and locations around the state of Oregon is required. Such travel can require extended time in cars and occasional overnight stays.