



Development Associate Job Description

Applications due February 14, 2020. Email resume and cover letter to nicole@RestoreOregon.org

Hours: Part time – 20 hours/week
Reports to: Director of Development
Location: Restore Oregon office, Portland, OR
Compensation: \$22-\$24/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 fund raising, educational and engagement goals through cultivating and building the general member-donor base; donor and support tracking, coordinating business memberships, sponsorships and in-kind contributions; planning and coordinating events (both donor and educational); and, managing volunteers.

Responsibilities:

- Member-donor cultivation – expand Restore Oregon's base by conducting membership tracking and solicitation (renewal campaigns, year-end appeals), upgrading and maintaining donor database (currently Salesforce) and generating reports/ mailing lists.
- Database platform management – manage the CRM system and integration with online transactions (memberships, donations, and ticket sales) and reporting.
- Event planning 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.
- Business sponsor cultivation - identify, solicit and steward Restore Oregon's business sponsorship program.
- Awards 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 duties – ensure donor contracts and payment are recorded and tracked, reviewing and submitting event-related invoices for payment, writing acknowledgement and thank you letters, assembling donor solicitation packets, creating and updating donor/program forms, researching both monetary and in-kind funding sources, writing solicitation letters and promotional material for all communication platforms, executing mass mailings.

General:

- Coordinate with external and internal audiences including staff, volunteer committees, vendors and donors. Position works closely with Marketing Manager in support of Development and Marketing goals.
- Provide support to other fund raising and Restore Oregon initiatives as requested.
- Represent Restore Oregon in a positive and professional manner at all times, whether working with donors, staff, volunteers, or vendors.

Qualifications:

Education: Bachelor's degree highly desirable.

Experience: Minimum 2 years of fundraising experience, including special events and nonprofit development preferred. Corporate and/or Business-to-Business sales leadership experience may be substituted for fundraising experience. Proficiency and experience with donor CRM and marketing technology platforms preferred, such as Salesforce or Salsa or other nonprofit donor management systems.

Skills and Abilities: Ability to relate well and work effectively with multiple constituencies and audiences. Excellent verbal and written skills. Knowledge of office systems: Google and MS-Office preferred and proficiency with 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 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 25 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.