



Position Summary: Event & Program Associate

Restore Oregon seeks a highly organized “people-person” who thrives on bringing events to life!

The Event & Program Associate serves as our organization’s primary events planner for all events and programs. Reporting to our Development Manager, this team member provides overall development support, and will closely collaborate with a small team of staff, providing additional marketing and program support for the organization at large.

The objective of this permanent, full-time position is to plan, manage and execute programs and events that fulfill Restore Oregon’s mission and strategic plan, while also contributing to our annual revenue goals (operating budget.)

Restore Oregon’s organizational culture is suited to a self-directed, entrepreneurial-minded individual who thrives on multi-tasking and collaboration, who has a positive, flexible and goal-oriented outlook.

Organization Description

Founded in 1977, Restore Oregon is a statewide, 501(c)(3) nonprofit organization, supported by members/donors, led by a volunteer board, and staffed by professionals, who help people save and revitalize historic places and spaces. We work on the front lines and behind the scenes to leverage relationships, resources, and creativity to preserve, protect, and pass forward Oregon's heritage.

Restore Oregon promotes inclusive historic preservation as a means of preserving our region’s cultural heritage, and as a tool for solving challenges such as insufficient affordable housing, stalled economic development, and negative impacts from climate change. We advocate for effective policies and incentives, deliver quality educational programs, and directly intervene to save endangered places that matter to Oregonians.

Duties and Responsibilities

The Event & Program Associate drives the planning and execution of programs and events including at least two major annual fundraising programs, the DeMuro Awards, potential workshops and public programming, and small donor/supporter events.

Event Planning

Serve as the Events Project Manager for event planning and management including:

- Development of a budget and event work plan
- Handling logistics and contracts with venues, catering, and all event services
- Organizing and managing staff, board and volunteers for event functions
- Develop and manage online systems for tickets, sponsorships and event revenue through our CRM
- Coordinate with Office Manager on all financial administration, reporting and customer service for any questions about event, issues with tickets
- Solicit and manage in-kind donations for auctions/raffles or event related needs, including thank you letters
- Coordinate all event sponsorship, including inquiries, tracking and benefits
- Responsible for all aspects of “day of” logistics from set up to tear down
- Post event follow up and coordination including thank you acknowledgements, revenue collection and event close out including feedback/surveys.
- In collaboration with Development Manager, develop new approaches to fundraising through events or programming that innovates and increases revenue.

The DeMuro Awards (our annual awards program recognizing outstanding historic preservation projects statewide) is the anchor to our annual fundraising gala/event. Managing the awards program includes:

- Overseeing the online nomination process including the development of application form, review criteria and application fee
- Answering questions from potential award applicants about the awards program or application/selection process
- Help select judges and oversee the judging process including the integration with a technology platform for efficient review
- Coordinate with the award winners and assist with preparation of publicity and marketing materials including the presentation of awards at the fundraising event
- Oversee the design and fabrication of the physical award plaques
- Integrate DeMuro Award winners and judges into the promotion of the fundraising gala
- Support the sponsorship/fundraising aspect of this program

Development/Fundraising Support

- Manage the database (CRM) system and integration with online transactions, website and event marketing for all fundraising activities outside of specific events, including annual year-end campaign, including upgrading and maintaining data, generating reports/mailling lists and donor acknowledgements
- Assist in the retention/cultivation of supporters including members, donors, business partners, etc.
- Provide support for submission of grant applications, as needed

Marketing Support

- Work closely with the Marketing Director on all communication platforms (website, social, monthly digital E-News, printed *FieldNotes*, etc.)
- Develop, edit and post regular content to social media platforms - story and images
- Provide production support for monthly digital E-News publication
- Assist with annual Pets n Preservation calendar contest by coordinating submissions and selection process

Additional Tasks

- Help serve as the public face of the organization to answer various inquiries in a timely and customer service manner
- Assist with other organization activities as support to team, as needed
- Coordinate with external and internal audiences including staff, volunteer committee or board, donors, vendors and business or community partners
- Represent the organization in a positive and professional manner at all times.

Qualifications and Qualities

- At least two years of proven experience in event planning and management with a record of positive results
- Strong interpersonal skills with demonstrated experience and confidence in asking people to contribute time and money, including developing “asks” and engaging with donors, individually or groups.
- Must be goal/deadline-driven and able to multitask efficiently and accurately
- Successful applicants will have critical ability to self-direct while also acting within a team
- Demonstrate timely and friendly customer service approach to your work
- CRM experience desired; Comfortable working with interactive databases, including running reports and updating files
- Excellent communication skills, including writing, phone and in-person interactions
- Flexibility to work evenings and weekends as needed to assist with events or grant deadlines is required.
- Proficiency with Google Suite
- Willingness to learn new technical skills such as social media, website update or project management software like SmartSheets

Physical and Other Requirements:

- Requires the ability to manage information in electronic formats and in a mostly sedentary setting.
- Occasional light work (exerting up to 25 pounds) is required for events.
- Ability to travel to various meetings, venues and locations in Oregon with a valid driver’s license and automobile
- Resident greater Portland/Metro preferred due to job responsibilities

- Weekend and evening work required occasionally in support of events
- At organizations expense, obtain and maintain an OLCC Alcohol Servers Permit

Compensation and Benefits

- Salary starts at \$23.00 per hour for a full-time (40 hrs/week) position
- Work is accomplished in a virtual office setting by maintaining a home office with sufficient internet access. Organization provides support, as necessary, to provide a professional working environment including:
 - \$85/month technology stipend for basic internet and cell phone service
 - Laptop with webcam provided, if needed
 - In person and team-building time will be required, with space provided
- Benefits include health, dental, life insurance. Restore Oregon pays 75% of the employees plan. Employee pays fully for any partner, spouse or dependent coverage
- Restore Oregon offers Oregon Saves as a retirement savings plan funded by employee contributions
- 10 paid holidays
- 15 days of PTO per year; with increased time given as tenure with organization increases
- Restore Oregon will work with candidates on their specific needs to maximize job satisfaction and productivity

Equal Opportunity Employer

Restore Oregon is committed to equity within historic preservation work. For that reason, we do not discriminate based race; ethnicity; gender or gender identity; sexual orientation; national origin; ancestry; age; marital status; veteran status; mental or physical disability not affecting one's ability to perform the essential functions of the job with or without reasonable accommodation; religion; or any other protected characteristic covered under federal, state or local law. This policy applies to all areas of employment, including hiring, placement, promotion, termination, leaves of absence, compensation and training. If any part of our hiring process has created an undue barrier or hardship, please let us know so that we may explore accommodations with you.

Application Instructions

Please submit all applications through our careers page: <https://restoreoregon.org/careers>

All applications must be submitted through the form on our website to ensure the most equitable hiring process. Using this form will allow us to do blind resume reviews, in which all identifying personal information will be hidden and resume content will be assessed using a standardized rating tool. If you have any problems with this form or need accommodation to apply by a different method, please contact us.
