



Position Summary: Events & Development Coordinator

Restore Oregon seeks a highly detail-oriented, organized “people-person” who thrives on bringing events and education programs to life!

The Events & Development Coordinator serves as our organization’s primary coordinator for all events and programs and assists with other tasks within the Development function. Reporting to our Development Manager, this team member is responsible for coordinating events and programs, recruiting and managing volunteers, providing development support, and closely collaborating with a small team of staff and community partners.

The objective of this permanent, part-time position is to coordinate and execute events that fulfill Restore Oregon’s mission and strategic plan while also contributing to our annual revenue goals. If our annual revenue grows enough, there may be an opportunity for additional hours and responsibilities in the future.

Restore Oregon’s organizational culture is suited to a self-directed, detail-minded individual who thrives on multitasking and collaboration and 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 Events & Development Coordinator drives the coordinating and execution of events and outreach opportunities, including at least two major annual fundraising programs, Modernism (home tours) and Restoration Celebration (gala), engagement activities like our Pets 'n Preservation calendar, workshops and public programming, and small donor/supporter events.

Event Planning

- Serve as the coordinator for all events, including:
 - Handling logistics and contracts with venues, catering, and all event services
 - Learn and help manage online systems for tickets, sponsorships, and event revenue through our software and systems
 - Coordinate with the Office Manager on all financial reconciliation and reporting
 - Main point of contact for questions about events or issues with tickets
 - Procure and manage logistics of collecting in-kind donations for auctions/raffles or event-related needs, including thank you letters
 - Responsible for all aspects of “day of” logistics from set up to tear down. This includes thinking through creating a great experience for the staff, volunteers helping with the event, speakers or VIPs, and the guests themselves. Will also be the main point of contact for, and in charge of, organizing and managing staff, board, and volunteers for the event
 - Post-event follow-up and coordination, including thank you acknowledgments, revenue collection, and event close out, including feedback/surveys, including team debriefing and improvement feedback
 - Duties may include serving alcohol at donor events
- In collaboration with the Development Manager:
 - brainstorm new approaches to fundraising through events or programming that innovate and increase revenue
 - coordinate event sponsorship tracking and benefits
- Main point of contact for and in charge of organizing and managing our annual team of event volunteers
- In collaboration with Marketing and Programs teams:
 - ensure event success by updating online public event calendars and assisting with coordinating marketing deliverables related to the event
 - assist with our different programs’ event needs

Development/Fundraising Support

- Responsible for a set of daily/weekly/monthly development tasks

- Offer general support to the Development Manager as needed
- Improve the retention/cultivation of supporters, including members, donors, and business partners, as needed, by assisting with TY notes, acknowledgment letters, updating the CRM as directed by the Development Manager

Additional Tasks

- Help serve as the public face of the organization to answer various fundraising and events inquiries in a timely and customer-service manner
- Assist with other organization activities as support to the 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

- Demonstrated ability to plan and execute events at varying scales and scope – from a 20-person staff/board retreat to a 300 guest gala
- Experience running, managing, and orchestrating day-of event plans
- Comfortable giving direction to volunteers, staff, and vendors to keep the team on the event timeline and ensuring all details are flawlessly executed
- Strong interpersonal skills with confidence in asking people to contribute time and money, including developing “asks” and engaging with donors, individually or in groups
- At ease with proactively engaging/communicating with donors, sponsors, and volunteers in all styles of communication (email, phone, in person, text)
- Ability to schedule and coordinate timelines, manage vendors, recruit and manage volunteers as the event project manager
- Proficiency with Google Suite (Gmail, GDocs, GSheets, GSlide)
- Experience working with databases, including running reports and updating files
- Willingness to learn new technology and systems such as social media, website updates, and event and project management software (ex: Smartsheet, Bloomerang, School Auctions, Zapier, and WordPress)
- Comfortable coordinating tasks both internally and externally in a polite but professional manner to ensure the event plans run smoothly
- Multi-tasking or being able to effectively manage multiple deadlines and tasks, prioritize, and self-directed to resolve issues

- Flexibility to work evenings and weekends as needed to assist with events or development deadlines is required
- Willingness to jump in and help the Team meet deadlines for the Organization's work, including other special projects/duties as assigned
- Experience working with a wide range of people, social groups, and backgrounds (racial, rural, urban, business, homeowners, donors, and volunteers) for event planning and program coordination

Physical and Other Requirements:

- Requires the ability to manage information in electronic formats and in a mostly sedentary setting
- Occasional light physical work (lifting 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 reliable access to a vehicle is required
 - While remote work is standard, this position requires work in physical locations in Oregon with travel to the storage unit located in Salem. Ideally, the candidate would be located in the Portland Metro/Willamette Valley area
- Weekend and evening work (known and scheduled in advance) is required occasionally in support of events
- At the organization's expense, obtain and maintain an OLCC Alcohol Servers Permit

Compensation and Benefits

- Starting hourly range is \$22-24 per hour for a part-time (24 hrs/week) position, with pre-planned additional hours around large events
- 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
 - A laptop with a webcam provided, if needed
 - In-person and team-building time will be required, with space provided
- 11 total paid holidays (10 scheduled, 1 floating)
- PTO is provided at a prorated rate for part-time hours, with increased time given as tenure with the organization increases
- Restore Oregon will work with candidates on their specific needs to maximize job satisfaction and productivity
- Benefits:
 - Restore Oregon offers Oregon Saves as a retirement savings plan funded by employee contributions
 - Restore Oregon is not able to offer medical or dental benefits for this position

Equal Opportunity Employer

Restore Oregon is committed to equity within historic preservation work. For that reason, we do not discriminate based on race; ethnicity; gender or gender identity; sexual orientation; national origin; ancestry; age; marital status; veteran status; or 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 anonymous 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 at careers@restoreoregon.org.
