

**Oregon Tradeswomen, Inc. seeks Development Coordinator
Full Job Description**

Oregon Tradeswomen, Inc. (OTI) seeks a Development Coordinator who will be an integral part of our Development and Communications team. This includes, but is not limited to, database management, donor cultivation and stewardship, event planning, grant support and other tasks. This is a growth position where we are committed to providing professional development opportunities. This position reports to the Development Director.

Organization Description

Oregon Tradeswomen, Inc. (OTI) is a nonprofit community-based organization that prepares women for careers in the construction, manufacturing, and utility trades through education, leadership and mentorship. OTI was founded in 1989 on the principle that women deserve and can attain economic self-sufficiency through pursuing high wage careers in the construction trades. Learn more about OTI here: www.tradeswomen.net

OTI is a vibrant, supportive and collaborative workplace with a great team that works hard and has fun doing meaningful work we believe in. We have immense pride in our graduates and enjoy our part in changing the face of the trades. Our organization values empowerment, equity, community, excellence, and respect, and actively fosters growth for our staff, and community of tradeswomen.

Specific Duties and Responsibilities

General Development Coordination

Individual Membership, Business Membership, Sponsors and Donors

- Execute regular membership drives to encourage new support for Oregon Tradeswomen.
- Oversee all membership/donor-related digital and direct mail campaigns.
- Support growth of Business Member program and effective implementation of Business Member recognition and promotion.
- Support Communications Manager in engaging staff, board, and members to strengthen messaging and voice for Oregon Tradeswomen.
- Support Communications Manager by preparing constituent lists and working with the Mail House and US Post Office Bulk Mail for various campaigns.
- Coordinate and manage mailings as needed, including Fair packets, annual appeal letters, graduation invitations to funders, and others as needed. Train, orient and supervise mailing volunteers as needed.
- Responsible for maintaining bulk mail permit, procedures, and coordination with support from Office Coordinator as needed.
- Run campaign progress reports and share with development team.
- Assist Development Director in pipeline management of donors.
- Coordinate with CFO in regular donation and record reconciliation.
- Manage individual membership, business membership and donor acknowledgements and fulfillment processes, with support from the Office Coordinator when necessary.
- Ensure proper coding, tracking and recognition of gifts; updating letters and collateral materials; and maintaining files of gift records in the NEON database.
- Coordinate Membership Benefits portfolio, managing current list, prospecting for new partnerships and executing/tracking of MOU's with partners.
- Oversee invoicing of Sponsors and other partners, with support from Office Coordinator when needed.
- Manage in-kind donations, including related data entry, acknowledgements etc. supplying documentation to CFO.
- Coordinate online giving procedures and systems, including coordinating vendor accounts with GreaterGiving (used in conjunction with OTI website), mobile donation devices, and other online giving applications as implemented.
- Prepare donor or funder packets for site visits, meetings with donors, etc.

Grant Proposals, Coordination and Reporting

- Maintain grant calendar with updates as information is received.

- Manage grant files, both electronic and hard copies.
- Work with Development Director and Program Staff to compose grant narratives and reports.
- Assist with foundation prospect research.

Event Coordination for the following events: Annual Meeting, Women in Trades Career Fair, Build With Us

- Recruit, coordinate and manage event volunteer committees
- Plan and execute events, including coordination with various departments; logistics, vendor interface, invitations, reservation management and tracking, form creation and reporting in NEON database.
- Execute sponsorship fulfillment and post-event recap plans, coordinating with Marketing and Communications Manager.
- Coordinate event surveys to help us better understand our constituents' needs and target our fundraising.
- Coordinate donor recognition.
- Coordinate with T.O.O.L.S. assistant to effectively engage event volunteers.

Database Management

- Manage successful transfer of data from Filemaker to NEON.(Currently in process)
- Oversee training of staff to familiarize them with NEON.
- Maintain and manage comprehensive donor records in our NEON database.
- Set up recurring reports to support tracking of strategic plan initiatives and Board reporting.
- Database entry of gifts, event data etc.
- Create forms as needed and coordinate with Marketing and Communications Manager to integrate into website.

Requirements

The ideal candidate will be self-motivated and organized with a strong ability to prioritize tasks. They will have excellent interpersonal skills, the ability to take initiative, work independently and meet deadlines. OTI seeks candidates with the following qualifications and experience:

- 3-5 years of fundraising/fund development support experience.
- Excellent computer skills, including experience with Word and Excel, and experience with mail merges.
- Database management experience
- Ability to meet deadlines, prioritize tasks and manage time.
- Effective written and oral communication.
- Excellent skills in performing administrative support functions requiring independent judgment, decision making, and problem resolution.
- Excellent interpersonal and professional skills with an ability to interface with a variety of individuals, OTI staff, and other organizations daily.
- Experience working on multiple projects simultaneously, successfully prioritizing tasks.
- Able to work collaboratively with a team.
- High attention to detail
- Strong analytical skills.
- Flexibility and ability to thrive in a high-energy work environment
- Ability to develop creative solutions that meet the requirements of the team
- Demonstrated commitment to women's empowerment and racial justice.

SALARY AND BENEFITS

This is a full time, non-exempt position with occasional evening and weekend hours. Starting salary range is \$40,000 - \$44,000, depending upon qualifications. The position offers the following benefits:

- OTI pays the full cost of medical and dental coverage through Providence Health Plans.
- Two weeks' vacation for the first two years; three weeks in the third and fourth year; four weeks after completing four years.
- Ten paid holidays and ten days of sick leave accrue each year
- OTI offers a Simple IRA 3% match retirement plan.
- Great atmosphere and work environment!

APPLICATION INSTRUCTIONS

To apply, please send: 1) Your resume. 2) A cover letter detailing what in your background and experience qualifies you for this position. 3) OTI standard application form, available at: www.tradeswomen.net/about/ . 4) No video applications, please.

Applications will be reviewed starting March 31, 2017; position will be open until filled. Application may be sent by e-mail to lisa@tradeswomen.net, faxed to 503.249.0445, or mailed, ATTN: Lisa Palermo.

Women and people of color are strongly encouraged to apply. OTI is an EEO Employer.