



Position Announcement Development Coordinator

SUMMARY:

Heart of Oregon Corps is hiring a capable Development Coordinator with motivation, professionalism, talent, and passion for inspiring and empowering positive change in the lives of young people. We're looking for a driven, detailed person who can passionately and effectively communicate our mission to stakeholders and supporters.

At Heart of Oregon Corps (HOC), 16-24 year old local young people facing significant barriers to success are given the opportunity to improve their lives through job skills training and alternative education. In Heart of Oregon's six programs, youth learn employability and leadership skills while working on projects that improve the community. Learn more at www.heartoforegon.org.

POSITION, PROGRAM, and ORGANIZATION INFO:

The Development Coordinator position requires a wide variety of skills sets including very strong written and verbal communication skills, the ability to plan and organize projects with meticulous attention to detail, and the talent to effectively present HOC's mission and message to a variety of audiences.

This position coordinates and implements Heart of Oregon's development and fundraising activities with the Executive Director, including grant writing and grant stewardship (50% time), public relations and communications (30% time), planning events, and individual donor and corporate relationships (20% time). To support these activities, the position utilizes a fundraising database and oversees a VISTA AmeriCorps member. The Development Coordinator works in a supportive role to the Executive Director and Board of Directors in drafting and determining fundraising strategies and annual goals for the organization.

Heart of Oregon Corps has four office locations throughout Central Oregon, and the Development Coordinator is based in the office in beautiful Bend, Oregon. The position is supervised by the Executive Director and is a member of the organization's Staff Leadership Team. Our organizational team of 23 full-time and 20 part-time staff is fully committed to HOC's mission and creating pathways out of poverty for youth in our community. HOC is a large regional non-profit with a budget of approximately \$3M that hires and trains over 300 local youth each year. Our development department is unique; as an organization, HOC generates a large portion of revenue from fee-for-service projects and contracts (40%). The development department supports the remainder of fundraising efforts, generated from large federal grants and private foundations (55% of total revenue), and 5% of total revenue which comes from a small but growing individual donor base and fundraising events.

Starting wage for the position is \$15.50-\$16.50. This is a full-time, year-round, hourly (non-exempt) staff position, with employee health, dental and vision benefits paid 100% by the employer, 9 paid holidays, and 80 hours paid vacation and 40 hours paid sick time/year, with leave benefits

increasing after 2 years of service. See <http://heartoforegon.org/who-we-are/careers.html> for a full benefits summary.

QUALIFICATIONS:

The ideal candidate will have 1-2 years or more of demonstrated experience in a related position or closely related experience. A Bachelor's Degree (or directly related demonstrated equivalent experience) is required. A combination of the following other qualifications/experience is preferred: grant writing; communications, public relations, and marketing; CRM/database and website platforms; and social media management. An ability to balance multiple types of projects simultaneously and meet deadlines through self-directed work is essential. A good sense of fun, creativity, and humor is also welcomed and desired! Must be committed to respecting the ideas and intelligence of diverse young people, and feel comfortable in a multicultural, multiracial environment.

PROCESS:

If you are interested, we are interested in hearing from you! Please submit the following to Laura Handy, Executive Director.

- A HOC Employment Application (<http://heartoforegon.org/who-we-are/careers.html>)

- A Cover Letter (in the body of an email is OK)

- A Resume

Send to:

Heart of Oregon Corps, PO Box 279, Bend OR 97709

-or-

Email via Craigslist "reply" button, or [hr\(at\)heartoforegon.org](mailto:hr@heartoforegon.org)

-or-

541-526-1314 (FAX)

Final candidates will need to complete an interview, additional paperwork, provide references, and complete a post-offer background check and drug screening. Valid driving license and good driving record required, drivers must complete a DMV check. We are an Equal Opportunity Employer, women and minority candidates are encouraged to apply!

Our goal start date is May 1st, please submit application packages by March 31st, 2017 for full consideration. Early submissions appreciated.

All applicants will be contacted by phone or email regarding your application results by the end of the process.

Thank you for your interest and good luck!

Heart of Oregon Corps is an equal opportunity employer; auxiliary aids and services are available upon request to individuals with disabilities. Alternative formats are available upon request by contacting hr@heartoforegon.org.