



Position Announcement

Development and Communications Director

SUMMARY:

Heart of Oregon Corps is hiring a qualified Development and Communications Director with professionalism, talent, and motivation to empower positive change in the lives of young people. We're looking for a creative and dynamic person with a passion for resource generation. The position will lead and implement successful strategies in four main areas: leadership, fundraising, communications, and grant management.

ORGANIZATION INFORMATION:

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. We train tomorrow's workforce today. Learn more at www.heartoforegon.org.

Heart of Oregon Corps has four office locations throughout Central Oregon; this position is based in the office in beautiful Bend, Oregon. The position reports to the Executive Director and is a member of the organization's Staff Leadership Team. Our non-profit 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 medium-large regional non-profit with a budget of approximately \$3M that hires and trains over 300 local youth each year. Our organizational values are Integrity, Responsibility, Learning, and Community.

Heart of Oregon Corps' revenue portfolio is unique; a large portion of revenue is *earned* income through fee-for-service youth projects and contracts (42%). Contributed income is generated from large federal or state grants (44%), private foundation grants (7%), and fundraising and events (7%). Heart of Oregon Corps is seeking to continue to realize measured growth in fundraising and events revenue.

POSITION INFORMATION:

The Development and Communications Director leads all fundraising and communication activities, leads project management of grants, and engages all levels of the Heart of Oregon Corps team in development goals. Primary responsibilities fall in four major areas:

Leadership and Capacity Building

- Serve on the Staff Leadership Team, participating in strategic planning, budgeting, and decision making
- Work with Board of Directors, Advisory Councils, program staff, and youth participants to facilitate their involvement in fundraising and communication activities and goals

- Research and write development-related policies and procedures; increase capacity through innovation of department systems
- Recruit and train AmeriCorps VISTA Project Leader or other needed interns or volunteers

Fundraising and Event Coordination

- Develop and implement annual fundraising plan, calendar, budget, success metrics, and reporting dashboard; adapt based on regular analysis.
- Lead data-informed donor acquisition, cultivation, retention, and upgrade efforts for individual and corporate donors.
- Plan and coordinate major annual event, “Farm to Fork,” and seek and coordinate other beneficiary fundraising opportunities.
- Manage and improve department systems (donor database management, gift processing, and donor communications), ensuring accuracy and integrity of development data and records.

Communications, Public Relations, and Marketing

- Develop and implement a comprehensive communications and marketing strategy and branding guidelines to increase community awareness of our organization and recruit youth participants for programs.
- Produce and/or review all public-facing collateral (print, web-based, radio, signage, flyers, etc) and train board, staff, and youth on effective collateral use.
- Develop case statements, interest stories, and press releases to secure media coverage of events, projects, and stories.
- Serve as an ambassador for Heart of Oregon Corps through attendance, participation, and presentations at community events and activities.

Grant Project Management and Writing

- Provide project management for all grant applications, ensuring high quality and on-time submission of grant applications and reports.
- Steward relationships with funders; research and assign grant opportunities.
- Support the Executive Director and Program Directors who will draft most large federal/state and special initiative applications/reports. Support Program Directors and their teams who will draft most programming applications/reports. Co-write general operating requests with the Executive Director and AmeriCorps VISTAs.

QUALIFICATIONS and QUALITIES:

The ideal candidate will have 3-5 years or more of demonstrated experience and a track record of success in resource development and communications roles. A Bachelor’s Degree (or directly related demonstrated equivalent experience) is required. A *combination* of the following other qualifications/experiences is highly preferred:

- Nonprofit fundraising experience and/or certifications
- Donor database/CRM management (ideally eTapestry)
- Adobe InDesign, Illustrator, and/or Photoshop experience
- Grant writing experience
- Fundraising event coordination experience

- Project and budget management experience
- Master's degree in related field

In addition, a successful Development and Communications Director candidate will be able to

- persuasively present HOC's message to a variety of audiences through a variety of mediums
- gain satisfaction from asking for and receiving support to reach a goal
- get out of the office and build external and internal relationships
- balance multiple types of projects and meet deadlines through self-directed work
- possess a good sense of fun, creativity, and humor!
- thrive in a multicultural, multiracial environment

SALARY AND BENEFITS:

Salary starts at \$47,500-\$50,000. This is a full-time, year-round, salaried (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.

PROCESS:

If you are interested and qualified, 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 (stand-alone or in the body of an email)
- A Resume

The cover letter and resume should outline demonstrated fundraising and communications experience and outcomes.

Send to:

[hr\(at\)heartoforegon.org](mailto:hr(at)heartoforegon.org) or PO Box 279, Bend OR 97709 or 541-306-3703 (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 insurable driving record required for occasional business driving, drivers must complete a DMV check. We are an Equal Opportunity Employer, women and minority candidates are encouraged to apply.

Submit application packages by **September 7th, 2018** for full consideration. Applicants will receive a confirmation of receipt and interviews will begin the week of September 17th. Our goal is to fill the position no later than November 1st. All applicants will be contacted by phone or email regarding your application results by the end of the process. We strive to respect the time and effort required to apply and provide updates and information along the way.

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.