HEART OF OREGON CORPS
Empowering change.

Position Announcement
Development Director

SUMMARY:

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

ORGANIZATION INFORMATION:

Heart of Oregon Corps is a regional non-profit that operates six youth training programs across Central Oregon. At Heart of Oregon Corps, 16-24 year old local young people with barriers to success improve their own lives while gaining job skills on projects that improve the community. The position is located in Bend, OR, at the main office. Our organizational values are Integrity, Responsibility, Learning, and Community. Learn more at www.heartoforegon.org.

POSITION INFORMATION:

The Development Director is responsible for fundraising, communication activities, grant writing, and engages all levels of the Heart of Oregon Corps team in development goals. Primary responsibilities fall in four major areas:

Fundraising and Event Coordination (approx. 40% of time)

- Write and implement all aspects of Annual Fundraising Plan, (including calendar, budget, gift tables, success metrics, and reporting dashboard); adapt based on regular analysis.
- Implement donor acquisition, cultivation, and retention activities to meet individual and corporate donor goals and grow donor base. Create and maintain monthly giving and legacy giving programs.
- Manage all aspects of annual fundraising events (currently one in early June and one in early Sept), with support of an established corporate partner planning team and interns. Seek and coordinate other beneficiary event opportunities.
- Manage donations and sponsorship processing in donor database, generating timely donor receipts and thank you's, ensuring accuracy and integrity of donor records, and generating regular notifications and reports to ED and Finance Dept.

Grant Application Management and Writing (approx. 30% of time)

- Steward relationships with funders throughout grant cycles; research and plan grant applications to meet budgeted goals; maintain grant management software system (GrantHub) and grant writing templates and tools.
- Provide project management for all grant applications, ensuring submission of on-time, high quality and successful grant requests.

- Write all general operating and some program grant applications. Co-write large federal/state grants and some program grants with Executive Director and/or Program Directors and Program Managers.
- Direct initial implementation steps and revenue recognition of awarded grants; handing off awarded grant coordination and reporting to the Grant Compliance Coordinator.

Communications, Public Relations, and Marketing (approx. 20% of time)

- Implement an annual communications and marketing strategy and branding guidelines to increase donor engagement, community awareness, and youth recruitment.
- Produce and/or review all public-facing collateral (print, web-based, social media, radio, signage, flyers, newsletters, annual report, etc.), leveraging interns, vendors, and consultant contracts.
- Develop case statements, interest stories, image assets and press releases of events, projects, and youth stories.
- Serve as one of our primary ambassadors for Heart of Oregon Corps through scheduling, attending, and presenting at community and governmental events, ensuring community contact data is leveraged to grow donor base. Train board, staff, and youth on effective ambassadorship.

Leadership and Capacity Building (approx. 10% of time)

- Serve on the Staff Leadership Team, participating in strategic planning, budgeting, DEI practices, and decision making. Co-lead crisis communications with ED.
- Facilitate appropriate Board of Directors involvement in fundraising and outreach
- Research and write department-related policies and procedures; increase capacity through innovation and quality management of department and inter-department systems
- Leverage contracted consultants, vendors, software systems, and corporate partnerships to expand department capacities
- Co-supervise Administrative Assistant (shared 50% with Finance Department), ensure accuracy and quality of all tasks assigned to Administrative Assistant. Recruit and supervise 2-4 interns a year and other needed volunteers to reach goals.

QUALIFICATIONS and QUALITIES:

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

- Demonstrated nonprofit fundraising experience
- Demonstrated grant writing experience
- Fundraising event coordination
- Project and budget management
- Donor database/CRM management (ideally Donor Perfect)
- Basic-to-intermediate graphic design skills (e.g. Canva, Constant Contact, Photoshop, short video editing, etc.)
- Master's degree or additional certifications in related field

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

- gain satisfaction from asking for and receiving gifts to support the mission
- get out of the office and build external and internal relationships
- balance multiple types of projects and meet tight deadlines through detailed, accurate, and self-directed work
- persuasively and creatively present HOC's message to a variety of audiences through a variety of mediums
- possess a good sense of fun, creativity, and humor!

SALARY AND BENEFITS:

Salary starts at $55,000. 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 experience and outcomes.

Send to:

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.

Applications will be reviewed on a rolling basis. If this ad is up, then we're still hiring! We intend to conduct our first round on interviews the week of August 23rd, 2021, so submit by August 20, 2021 to be considered in that pool.

All applicants will be contacted regarding the 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. Online questions are welcomed and can be directed to hr@heartoforegon.org. 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 (TTY 711). As a recipient of Federal financial assistance, Heart of Oregon Corps is prohibited from discriminating on the grounds of race, color, religion, gender, national origin, age, disability, political affiliation or belief, and against any beneficiary of programs on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States.