



write around[®]
— PORTLAND —

Development Coordinator

We all have stories to share. Yet, for many in our community, there are barriers to writing and sharing these stories. Since 1999, **Write Around Portland** (www.writearound.org) has been changing lives through the power of writing by providing free 10-week writing workshops and publishing opportunities in partnership with social service agencies. We do this work because we know that writing is a powerful tool for expression, healing and the realization of the dignity of one's self and others.

We are looking for a part-time Development Coordinator who is excited to join an organization that values respect, writing and community. The ideal candidate will thrive in and contribute to a collegial, good-humored team and an organizational culture in which everyone pitches in on tasks big and small. The candidate we seek enjoys building relationships, is precise, detail-oriented, able to manage multiple projects at once, and can take ownership of their job role. We are looking for someone who is interested in growing and developing with our organization over time.

Write Around Portland is committed to understanding and changing historical legacies of inequity and patterns of oppression, especially as applied to communities of color. We encourage applicants who reflect the [full range of our community's diversity](#), including people of color, native Spanish speakers, people with disabilities and people who are living on or have lived on a low-income to apply.

Job Responsibilities:

The Development Coordinator is a fundraising-focused position that will lead donor acknowledgments, support individual and business fundraising campaigns, lead grant writing for grants under \$5,000 and support the annual fundraising event. This position involves both administrative and relationship-building work. The position requires careful attention to detail, meeting deadlines and a knack for creating and documenting excellent organizational systems. It also requires strong written, phone, electronic, one-on-one and group communications.

Areas of Focus:

- Donor Acknowledgements and Data Entry
 - Lead Write Around Portland's donor acknowledgement program. Write and update acknowledgement letters and prepare mailings.
 - Manage accurate database entry for all contributions and support data entry volunteers.

- Individual & Business Donors
 - Support Individual Donor Campaigns: Oversee mailings for 2 direct mail campaigns, support phone banking and lead peer-to-peer Facebook fundraising campaign.

- Support Inkwell monthly sustained giving program.
- Lead % of sales days with businesses.
- Grants
 - Lead grant writer for small grants, writing and overseeing 5-7 grant applications per year and 3-5 final reports per year.
 - Support grants research and data entry.
- Fundraising Events
 - Manage logistics for our annual fundraising event including catering, venue layout updates, rental and supply orders and signage.
 - Oversee the auction, raffle and other in-kind donations.
 - Support communications and mailings.
- DEIA & Culture
 - Help to create and sustain a warm, welcoming and respectful organizational and office culture; interacting with our staff, workshop participants, volunteers, Agency Partners, donors and the general public
 - Commitment to advancing Write Around Portland's racial equity work; including attending 2 events or trainings annually (paid for by the organization).
- Administrative/Office
 - General administrative tasks as needed.

Required Qualifications:

- Passion for Write Around Portland's mission.
- A desire to sustain and grow a community of donors that contribute financially to make our programming possible.
- 1-2 years of employment or volunteer leadership experience.
- Excellent writing, formatting and communications skills.
- Experience with data entry, Microsoft Office, Excel and organizational systems.
- Detail-oriented.
- Ability to work respectfully with new people and people with diverse backgrounds, health statuses, income and education levels, experiencing isolation, or those who may otherwise face barriers to writing in community.
- Desire to grow with an organization.

Preferred Skills (Top candidates will have 3 or more of these skills):

- Grant-writing experience
- Event planning experience
- Individual donor experience
- Experience working in Salesforce database
- Experience with Write Around Portland (as a workshop participant, intern or volunteer)
- Marketing, communications or sales experience
- Community organizing or other relationship-building experience.

Position details:

- This is a 16 hour per week hourly position. The hourly pay range is \$15.75-\$16.00 per hour.
- We offer a flexible work schedule, professional development and learning opportunities, paid creative reflection time, the ability to do meaningful and impactful work.
- This position will work out of our office which is ADA-accessible, located in downtown Portland and close to public transportation. As part of the work schedule, occasional evening work is required for readings, volunteer shifts or events. This position requires the ability to work at a computer for multiple hours.
- Applicant must be able to pass a background check, as required by our work in correctional facilities and other agencies.

To apply, submit the following by email to apply@writearound.org by end of day on Sunday, March 15, 2020.

- 1-page Letter of Interest
- 1-page Resume
- 2 Professional References

Interview Process and Timeline

- We will begin reviewing applications on March 17, 2020.
- We anticipate this position will start in May 2020.
- If you have any questions about the position or application process, please contact Allison Specter, Development Director at 503-796-9224.
- Here is more information on [how we hire](#) at Write Around Portland.
- As an equal opportunity employer, Write Around Portland values a community in which everyone can experience respect, writing, and community. We strive to cultivate equity throughout our organization and value a diverse workforce. Write Around Portland prohibits discrimination based on race, creed, sex, gender, religion, marital status, color, national origin, disability, sexual orientation, gender identity, or any other status protected by applicable federal, state, or local nondiscrimination laws.