



Development Manager

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 writing is a powerful tool for expression, healing, and the realization of the dignity of oneself and others.

We are looking for a full-time (35 hours per week) Development Manager 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.

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 to apply, including people of color, people who are living on or have lived on a low-income, native Spanish speakers, and people with disabilities.

Summary

The Development Manager, in collaboration with the Executive Director and Board, is responsible for implementing fundraising strategies and activities that enable Write Around Portland to successfully meet revenue goals (our annual organizational budget is \$450,000) and fulfill our mission. The position requires careful attention to detail, meeting deadlines, and creating and documenting excellent organizational systems. It also requires exceptional and clear written, phone, electronic, one-on-one, and group communications. The Development Manager is collaborative and supports the Executive Director and staff team in implementing Write Around Portland's Strategic Plan; Racial Equity goals; and Diversity, Equity, Inclusion, and Access (DEIA) initiatives.

Responsibilities

- Ensure the execution of Write Around Portland's mission by working with staff and volunteers; supervising Development Department staff; and bringing an abundant, equitable, and inclusive lens to our fundraising plan and work.
- Manage Write Around Portland's development program and work with the Executive Director, Board of Directors, and staff to establish and achieve fundraising goals in individual giving, foundation and government grants, business support, events, and fee-for-service programs.
- Manage efforts to thoughtfully engage with current and prospective donors and businesses through online, direct mail and one-on-one outreach, our sustaining donor program (Inkwell), readings, public events, and communications.
- Establish annual grants plan; identify current and prospective applications; maintain relationships with funders; write and submit grant proposals and final reports.
- Work with staff, Executive Director, and Board of Directors to create and execute 3 annual fundraising campaigns: May Appeal, annual event, and End of Year campaign.
- Work with Executive Director to create, monitor, and execute annual and multi-year

development plans and budgets.

- Develop communications and materials to share about Write Around Portland's work and impact in a compelling way.
- Track, synthesize, analyze, and report on donor data, as well as accomplishments, challenges, and successes in assigned areas.
- Manage donor and funder database, serve as database administrator, and manage organization-wide database updates and processes.
- Exhibit problem solving and address issues as needed in assigned areas.
- Help to nurture and sustain a warm, welcoming, collegial, and respectful organizational and office culture; uphold, practice, and implement our core values of respect, writing, and community; and interact with our participants, volunteers, Agency Partners, donors and the general public.
- Other duties as assigned.

Qualifications

Note: studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in the job description. We are most interested in finding the best candidate for the job, and we would encourage you to apply, even if you don't meet every one of our qualifications described. If you are unsure whether you meet the qualifications of this position or how this would be determined, please email apply@writearound.org to discuss your application.

Required for All Write Around Portland Staff:

- Strong commitment to our mission; upholds and implements our values of respect, writing, and community.
- Engaged in anti-racism learning; knowledge and familiarity with DEIA principles and ability to implement racial equity goals in assigned areas.
- Excellent verbal communication skills including being clear, sharing context when needed, and asking questions to understand others' perspectives.
- Efficiently manages workload without sacrificing quality; has or can create a system for tracking and prioritizing tasks; strong organizational skills.
- Collaborative and self-directed. Ability to take initiative, anticipate deadlines, and work with others to meet organizational goals. Asks for help when needed.
- Exhibits strong attention to detail and relationships. Acknowledges mistakes and turns them into learning opportunities. Exhibits a learning mindset.
- Ability to hear, reflect, act on, and learn from feedback
- Enthusiasm for and ability to work respectfully with people with diverse backgrounds, health statuses, income and education levels, or those who may otherwise face barriers to writing in our community.
- Warm, good-humored, collegial, strengths-focused, and kind.
- Ability to be flexible, adapt, and roll with difficult situations as they arise.
- Proficiency in basic computer systems, email communications, organizational systems, and Microsoft Office, including Word and Excel.

Required for This Position:

- at least 5 years of experience in nonprofit development, fundraising, or related areas, including donor and funder relations and grant writing. A desire to sustain and grow a community of donors that contribute financially to make our programming possible.
- at least 5 years of experience in leading teams, groups, and/or projects. Brings a collaborative leadership style, with a mindset of “power with” rather than “power over” and regularly includes others in planning and decision-making. Able to make and communicate difficult decisions in the best interest of the organization.
- at least 3 years of experience writing successful grants and reports. Excellent written communication and formatting skills including grant writing, report writing, and email communications. Ability to engage and inspire others through writing.
- at least 3 years of experience managing employees, volunteers, or teams. Uses coaching, training, and strengths-based feedback to develop others and support problem-solving.
- at least 3 years of experience with and knowledge of organizational budgets, making revenue projections, and developing and implementing short- and long-term fundraising plans.

Helpful for This Position:

- experience with and knowledge of Write Around Portland as a workshop participant, supporter, agency partner, or volunteer
- experience in the arts sector
- marketing and communications skills (e.g. social media)
- knowledge of systems we use including Salesforce, Dropbox, Mailchimp
- knowledge and experience in community engagement, event planning, and fee-for-service programs
- knowledge of and experience with community-centric fundraising principles

Position Details

- This is an exempt, full time (35 hours/week) position. Annual salary is \$47,268. Benefits include health insurance, sick leave, paid time off (vacation, personal days, and holidays totaling 26 days the first year of employment; progressive increases in paid time off with years of service), short-term disability, SIMPLE IRA retirement, paid creative reflection time, professional development and learning opportunities, ability to do meaningful work and make an impact, and the opportunity to be part of and contribute to a collegial, good-humored team where creativity and laughter abound.
- We offer a flexible work schedule, with occasional evenings and weekend work required, based on seasonal program and fundraising cycles. This position will work out of our office which is ADA-accessible, located in downtown Portland and close to public transportation. Option for hybrid work schedule is available (i.e. in-office and remote). Occasional travel to workshops, readings, and other events is required, which are held throughout the greater metro area including Multnomah, Clackamas, Washington and other counties in Oregon, and Clark County in southwest Washington.
- This position requires the ability to work at a computer for multiple hours.
- Upon hire, Write Around Portland employees must be able to pass criminal background check(s) and offer proof of COVID-19 vaccination as required by our work in correctional facilities and other agencies.

Application Instructions

To apply, submit the following by email to apply@writearound.org by **end of day on Sunday, January 2, 2022**.

- 1-page letter of interest
- 1-page resume
- 3 professional references
- 1 page of a professional writing sample. This could be one page from a successful grant application, report to a funder, or something you've written that would give us a sense of your work in relation to this position. We'd like to look at an actual work sample to get a sense of your work and writing style. We'll keep anything that you share with us confidential. Please feel free to remove names or other details you're not comfortable sharing.

Interview Process and Timeline

- We will begin reviewing applications in early January 2022.
- We anticipate this position will start in March 2022.
- Our staff team is currently at a significantly reduced capacity, but if you have questions about the application process or need assistance, please email apply@writearound.org, and we will do our best to respond in a timely manner.
- [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.