NOW HIRING

Development Coordinator

Application Deadline: September 4, 2022

Job Title: Development Coordinator
Department: Development
Reports to: Assistant Director of Development
Classification: Non-exempt, Hourly, 1.0 FTE (40 hours per week)
Location: Hybrid remote and on-site with shared workstations at Sanctuary
Salary: $21.00-$23.00 per hour

Benefits Include:
- Medical insurance: 100% payment of premiums for medical and dental insurance
- Competitive leave benefits including vacation, sick, and family leave
- 401(k) 3% match plus a discretionary annual fixed amount contribution
- Ability to attend free or subsidized courses at Portland Audubon
- Substantial discount at our Nature Store, including optics
- Opportunity to work in a setting surrounded by Portland Audubon’s 172-acre Wildlife Sanctuary

About Portland Audubon

Portland Audubon has been a leading voice in conservation for over a century. Through conservation advocacy, environmental education, and wildlife rehabilitation, we promote the understanding, enjoyment, and protection of native birds, other wildlife and their habitats. We are located in a 172-acre wildlife sanctuary next to Forest Park, just minutes from downtown Portland.

Portland Audubon believes that inspiring all people to love and protect nature is best achieved when we embrace diversity as a value and practice. In the same way an ecosystem needs many types of plants and wildlife, an organization thrives when it includes a diversity of people and perspectives. We recognize that inequities are widespread and create gaps between our present reality and our aspirations. We are committed to building a diverse and inclusive environment, reflecting the diversity of our community in our board, staff, volunteers, and members; ensuring our internal culture, business practices, and programs are welcoming and advance our diversity goals.

The Development Department works to connect supporters with their individual giving priorities through interpersonal communications, written appeals, and events. We work to provide the critical resources that fund Portland Audubon’s conservation, education, wildlife rehabilitation, and land stewardship work.
Position Summary

The Development Coordinator supports the development team of Portland Audubon through gift processing, acknowledgment fulfillment, database maintenance, and working with finance to report and reconcile donations.

Essential Duties

- Processes all donations (cash, checks, credit cards, wire transfers, in-kind, gift cards, etc.), code and enter gifts, and maintain up-to-date supporter information with accuracy in our donor database.
- Prints acknowledgment letters and envelopes, prepares supplementary materials, secures signatures from the Executive or Development Director, and finalizes for mailing. Tracks gift batches to ensure all donors are acknowledged in a timely manner (within 48-72 hours).
- Reports batches to finance, reconciles accounting records with database records, and assists finance with development-related inquiries, and deposits checks and cash.

Additional Responsibilities

- Assists with queries, imports, and other database tasks as assigned.
- Updates acknowledgment letters to reflect the current work and fundraising recommended practices.
- Works closely with the Development Team on overall fundraising efforts and supports projects, campaigns, outreach, and communications as needed.
- Maintains punctual, regular and predictable attendance.
- Works collaboratively in a diverse team environment with a spirit of cooperation.
- Respectfully takes direction from Management
- Other duties as assigned.

Qualifications

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employees or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Previous experience working in Raiser’s Edge or similar databases.
- Proficiency working in Microsoft Office (Word and Excel).
- Detail-oriented and deadline-driven.
- Quick processor and systems thinker.
- Be self-motivated and able to work effectively both independently and with a team
- Bi- or multi-lingual applicants are encouraged to apply.
- A valid driver’s license.
Education

- An Associate degree from college or technical school, or a Bachelor’s degree from four-year college or university and 0-2 years related experience and/or training
- OR equivalent combination of education and experience working in Fundraising/Development

Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- The Development Coordinator position has a hybrid remote and on-site schedule, with a minimum of two consistent days a week in the office.
- Primary responsibilities are working on a computer, typing and looking at screens for many hours.
- Must be comfortable with shared desk space.
- Occasional in-state travel for the purpose of fundraising & donor event assistance, consisting of primarily day trips.
- The employee is regularly required to stand, sit, use hands and fingers to type or dial, use stairways to climb to multiple floors within the office building, talk or hear. The employee is occasionally required to walk, reach with hands and arms.
- The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
Development Coordinator

Cultural Competencies

Portland Audubon is committed to maintaining an anti-racist organizational culture. We are committed to training all staff on cultural competency and diversity, equity, and inclusion. We see staff with a high degree of cultural competency or lived experience working with communities of color, people who are disabled, and people from all socioeconomic backgrounds, as vital for all positions in our organization. We seek staff with comfort and curiosity in engaging in conversations around issues of identity, belonging, and systemic oppression.

- Creates an environment that acknowledges, encourages, and celebrates differences.
- Functions and communicates effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities, and cultural backgrounds.
- Seeks opportunities to gain experience working and collaborating in diverse, multicultural, and inclusive settings with a willingness to change for continual improvement.

Application

Portland Audubon does not discriminate on the basis of race, creed, sex, sexual orientation, age, religion, marital status, national origin, political affiliation or mental or physical handicap. Candidates of color are strongly encouraged to apply. Portland Audubon is committed to building a diverse and inclusive environment, reflecting the diversity of our community in its board, staff, volunteers, and members; ensuring its internal culture, business practices, and programs are welcoming and advance its diversity goals; and empowering people to make positive changes in their community and environment. All Portland Audubon employees are expected to serve diverse audiences and help advance our diversity strategies. More background on our diversity efforts can be found at http://audubonportland.org/about.

How to Apply

ONLINE SUBMISSIONS PREFERRED

Apply online at https://portlandaudubon.bamboohr.com/jobs/

To submit via US Postal Service:
Please send your resume, cover letter and the application found on our website to:

    Human Resources
    Portland Audubon
    REF: Development Coordinator
    5151 NW Cornell Road
    Portland, OR 97210

APPLICATION DEADLINE: On or before midnight on September 4, 2022
Diversity Statement

Portland Audubon believes that inspiring all people to love and protect nature is best achieved when we embrace diversity as a value and practice. In the same way an ecosystem needs many types of plants and wildlife, an organization thrives when it includes a diversity of people and perspectives. We recognize that inequities are widespread and create gaps between our present reality and our aspirations. Audubon is committed to:

- Reflecting the diversity of the community in our board, staff, volunteers, and members.
- Ensuring our internal culture, business practices, and programs are welcoming and advance our diversity goals.
- Empowering people to make positive changes in their community and environment.

Portland Audubon has completed four years of a five-year strategic plan. A core priority moving forward is to infuse equity, inclusion, and diversity (EID) into all of the goals and work of the organization. This position will play an important role in achieving the organization’s EID goals through engagement with staff, board members, donors, volunteers and the public. We recognize that in order to serve diverse communities we must also have diversity represented in our staff. Applicants of color, immigrants, and other underserved persons are encouraged to apply.

Portland Audubon is committed to building a diverse and inclusive environment, reflecting the diversity of our community in its board, staff, volunteers, and members; ensuring its internal culture, business practices, and programs are welcoming and advance its diversity goals; and empowering staff to make positive changes in their environment and in Portland Audubon’s culture.

Portland Audubon does not discriminate on the basis of race; creed; sex; sexual orientation; gender identity; age; religion; marital status; national origin or ancestry; political affiliation; citizenship; lawful immigration status; or mental, physical or medical disability; Veteran status; or liability for service in the United States Armed Forces.