



The Northwest Catholic Counseling Center

Serving all regardless of faith or finances

Development Associate - Job Announcement

About NCC: The Northwest Catholic Counseling Center (NCC) is an independent, women-founded, family-friendly, warm and welcoming workplace. Founded in 1986, we are a nonprofit, community mental health center providing counseling and psycho-educational workshops regardless of faith or financial resources. Rooted in social justice, NCC believes everyone has a right to quality health care, and the organization has a special commitment to women and children who often bear the greatest weight of the dual burdens of poverty and mental health issues. Trained therapists with a varied backgrounds and specialties serve more than 1,000 men, women, and children annually. NCC is committed to making its mission visible in daily operations. To learn more, please visit www.nwcounseling.org.

About the Position: The Development Associate performs a wide range of duties in development, fundraising, event support, administration, and outreach, to ensure successful fundraising and friendraising efforts. This position is new to the organization, expanding from a previous part-time development position. The Development Associate works closely with the Executive Director in essential systems and outreach duties to strengthen and support access to community mental healthcare.

Classification: Full-time, 40 hrs/week; some variation in schedule to meet demands of position; some evening and weekend work

Compensation: \$30,000-\$35,000 DOE, Exempt

Benefits: Paid vacation and sick, 100% employer paid medical and dental, 403(b) retirement with employer contributing percentage of salary, disability, education benefit.

Reports to: Executive Director

Location: Northeast Portland, Oregon

Date Posted: February 11, 2019

Date Closing: For best consideration, apply by March 1, 2019

Duties and Responsibilities:

1. Maintain, cultivate, and nurture existing donor relationships, including:
 - Process donations and prepare acknowledgement letters and other correspondence
 - Reach out to donors and supporters for special mailings, communications, or initiatives
 - Maintain accurate foundation, corporation, and individual donor files and data in DonorPerfect
2. Support fundraising events, including:
 - Assistance in planning and executing two large and several smaller events focused on raising resources and expanding supporter base
 - Organization and tracking of committees
 - Assistance in acquiring and tracking donated items
 - Communication with and tracking of event sponsors, vendors, venues, and participants

A State Certified Counseling Agency
Donations are tax-deductible. Tax ID 93-1088962

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www.nwcounseling.org

3. Assist with grant proposals and reporting
4. Assistance with Board of Directors work in the area of administration, fundraising, and outreach
5. In partnership with the Executive Director and Clinical Manager, support outreach efforts particularly in the areas social media and digital initiatives
6. Provide general support to the Executive Director
7. Assist in developing strategies and implementing programming to expand organizational support
8. Assist with phone inquiries, client intakes, and client support
9. Greet and assist clients as needed

Requirements and Qualifications:

1. Motivated by a desire to address problems of social justice and community mental health
2. Bachelor's degree (or commensurate experience or training) and at least one year work experience in nonprofit, fundraising, or event support
3. Ability to take initiative, be self-directed, and prioritize multiple tasks
4. Excellent oral, written, and presentation communication skills
5. Excellent organizational and administrative skills
6. Proficiency in Microsoft Office applications, with preference to those with DonorPerfect experience.
7. Ability to manage time and meet deadlines
8. Demonstrated ability to work both independently and in cooperation with others
9. Demonstrated competency in service excellence
10. Demonstrated commitment to open, collaborative, team-oriented, constructive work environment and interpersonal relationships
11. Ability to sit, stand, bend, lift up to 30 pounds, talk, hear and sufficient mobility to run errands and get to local businesses
12. Reliable transportation
13. Ability to pass a criminal background check

The Northwest Catholic Counseling Center is NCC is an equal opportunity employer and does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, socioeconomic status, or military status, in any of its activities or operations. All are encouraged to apply.

Submit your resume and a cover letter explaining:

1. Your experience in nonprofits, fundraising, or event support
2. Your experience in providing administrative support
3. Why this position is a great fit for you

Development Associate Search

NCC

**8383 NE Sandy Blvd. #205 or jobs@nwcounseling.org.
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