



The Northwest Catholic Counseling Center

Serving all regardless of faith or finances

Development and Outreach Associate - Job Announcement

About the Position: The Development and Outreach Associate performs a wide range of duties in development, fundraising, event support, administration, and outreach, to ensure successful fundraising and friendraising efforts. The position works closely with the Executive Director in essential systems and outreach duties to strengthen and support access to community mental healthcare.

About NCC: The Northwest Catholic Counseling Center (NCC) is an independent nonprofit, community mental health center providing counseling and psycho-educational workshops regardless of faith or financial resources. Established 1986, we are a women-founded, life balance friendly, warm and welcoming workplace. Rooted in social justice, NCC believes everyone has a right to quality health care and 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 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.

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

Compensation: \$38,000-\$41,000 DOE, Exempt

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

Reports to: Executive Director

Location: Northeast Portland, Oregon

Date Closing: Open until filled

Duties and Responsibilities:

1. Maintain, track, and nurture existing donor relationships
 - Process donations and prepare acknowledgement letters and other correspondence.
 - Create accurate reports of donations, pledges, gifts-in-kind, grants received, donor histories, etc.
 - Reach out to donors and supporters for mailings, communications, or initiatives.
 - Maintain accurate foundation, corporation, and individual donor files and data in DonorPerfect.
2. Support fundraising events
 - 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.
3. Participate actively in the monthly and annual gift reconciliation, in-kind donation tracking, and process improvement with Business Manager and Accountant
4. Create and administer content on all social media platforms
5. Regularly update organization website
6. Assist with grant proposals and reporting
7. Assist with Board of Directors work in the area of administration, fundraising, and outreach

A State Certified Counseling Agency

Donations are tax-deductible. Tax ID 93-1088962

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8. Provide general support to the Executive Director
9. Assist in developing strategies and implementing programming to expand organizational support
10. Assist with phone inquiries, client intakes, and client support
11. 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 Suite, especially Microsoft Word and Excel
7. Proficiency in digital communication software including MailChimp, WordPress, Canva, Google Suite, Give Lively, or ability to learn new digital software.
8. Proficiency with donor management software, with preference to those with DonorPerfect experience
9. Proficiency in social media campaigns and outreach, including Facebook, Twitter, Instagram, and LinkedIn; experience with social media scheduling tools like Hootsuite a plus
10. Understands general accounting procedures and is proficient in basic math
11. Ability to manage time and meet deadlines
12. Demonstrated ability to work both independently and in cooperation with others
13. Demonstrated competency in service excellence
14. Demonstrated commitment to open, collaborative, team-oriented, constructive work environment and interpersonal relationships
15. A comfort-level and understanding for people and families dealing with mental health concerns
16. Ability to sit, stand, bend, lift up to 30 pounds, talk, hear and sufficient mobility to run errands and get to local businesses
17. Ability to pass a criminal background check

Equity

NCC is committed to being an inclusive, welcoming, and diverse space and is committed to ending oppression. The Development and Outreach Associate will share these values and commitment. NCC 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, social economic 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 and Outreach Associate Search

NCC

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