



The Northwest Catholic Counseling Center

Serving all regardless of faith or finances

Development and Outreach Manager

About the Position: Join us and help bring mental health care to all, regardless of circumstances! The Development and Outreach Manager serves a vital role in managing development, outreach, communications, and event activities to ensure successful fundraising, friendraising, and educational efforts. The position works closely with the Executive Director to strengthen and support access to community mental healthcare.

About Us: The Northwest Catholic Counseling Center (NCC) is a women-founded and led, family-friendly, warm and welcoming workplace. We are a completely independent nonprofit, community mental health center providing counseling and psycho-educational workshops to anyone, regardless of financial resources, faith, sexual orientation or identity, lived experience, or background. Rooted in social justice, NCC believes everyone has a right to quality health care and has a generous sliding scale ensuring no one is turned away because of an inability to pay. NCC is committed to these ideals of justice and equity and make them visible in daily operations.

Classification: Full-time, 40 hrs/week; Exempt

Type: Hybrid (at least three days a week in office)

Compensation: \$67,000-\$69,000/annually, DOE, qualifications. Generous benefits valued at \$25K (\$15K pre-tax) including paid vacation, sick, holidays; 403(b) retirement with employer contribution; 100% employer paid medical and dental coverage; 100% employer paid short- and long-term disability insurance; mental health and education benefit.

Reports to: Executive Director

Location: Northeast Portland, Oregon

Closing: Open until filled

Duties and Responsibilities:

1. Donor stewardship and management (43%)

- Along with Executive Director, create, lead, and implement donor growth, cultivation, and stewardship strategies
- Regularly communicate with donors around activities, education, or initiatives. Utilize Board Members and volunteers to increase communication
- Process donations and prepare acknowledgement correspondence
- Manage fundraising platforms, including DonorPerfect and Give Lively
- Create accurate reports of donations, pledges, gifts-in-kind, grants received, donor histories, etc.
- Maintain accurate foundation, corporation, and individual donor files and data in DonorPerfect
- Work with Executive Director on grant proposals and reporting, including prospecting, writing, and tracking deliverables

2. Communications and Outreach (35%)

- Develop marketing strategies to communicate the activities and impact of NCC's work
- Write, design, and post compelling stories and digital content to social media platforms
- Manage marketing collateral materials, including newsletters, fact sheets, infographics, and annual

A State Certified Counseling Agency

Donations are tax-deductible. Tax ID 93-1088962

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reports using Canva or other tools. Create additional tools as needed

- Manage website content using WordPress
3. Lead fundraising events (18%)
 - Plan and execute two annual fundraising events and support several smaller, donor-led events focused on raising resources and expanding supporter base
 - Organize and manage development and outreach volunteer event committees
 - Assist in acquiring and tracking donated items
 - Coordinate and communicate with event sponsors, vendors, venues, and participants
 4. Planning (2%)
 - Work with Executive Director and Board of Directors to create a fundraising and outreach plan, setting measurable goals and strategies in the areas of communications and fundraising
 5. Other (2%)
 - Assist with Board of Directors work in the areas of fundraising, outreach, and administration
 - Provide general support to the Executive Director

Skills and Qualifications:

1. At least three years proven performance in the areas of nonprofit fundraising/development and communications
2. Demonstrated management skills, including the ability to set clear goals, organize projects, and establish and manage budgets
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. Motivated by a desire to address problems of social justice and community mental health
7. Ability to work evenings and weekends as required for the job
8. Proficiency in Microsoft Office Suite, especially Microsoft Word and Excel
9. Proficiency in digital communication software including MailChimp, WordPress, Canva, Google Suite, Give Lively, or ability to learn new digital software
10. Proficiency with donor management software, with preference to those with DonorPerfect experience
11. Proficiency in social media campaigns and outreach, including Facebook, X, Instagram, and LinkedIn; experience with social media scheduling tools like Hootsuite a plus
12. Ability to manage time and meet deadlines
13. Ability to maintain confidentiality and ethical standards
14. Demonstrated ability to work both independently and in cooperation with others
15. Demonstrated competency in service excellence
16. Demonstrated commitment to open, collaborative, team-oriented, constructive work environment and interpersonal relationships
17. Ability to complete work with low physical requirements
18. A comfort-level and understanding for people and families dealing with mental health concerns

Equity

NCC is committed to being an inclusive, welcoming, and diverse space and is committed to ending oppression. Staff members 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. NCC wants the right fit, not the perfect fit. Prior experience may be transferable. Passionate and interested people with the core competencies listed above are encouraged to apply.

Please submit cover letter and resume to:

Development and Outreach Manager Search - Nelson.M.GOMES@employ.oregon.gov