



**POSITION:** Development Associate

**REPORTS TO:** Vice President for Development

**STATUS:** Full-time, exempt

**SALARY:** \$55,000 - \$60,000

**BENEFITS:** Comprehensive benefits package and vacation/PTO based on policy

**LOCATION:** Beaverton, OR

## **ABOUT US**

Special Olympics Oregon (SOOR) provides year-round sports training and athletic competition in a variety of Olympic-type sports for children, youth and adults living with intellectual disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy, and participate in a sharing of gifts, skills and friendship with their families, other Special Olympics athletes, and the community.

Through programming in sports, health and wellness, education, and community building, SOOR is positively impacting the lives of people with intellectual disabilities. Our programs and activities can remove barriers and stigmas that people with intellectual disabilities face, and to share with the community the gifts and talents they possess. Everyone who comes in touch with SOOR is impacted in a way that helps them strive to achieve their personal best.

## **ABOUT THE POSITION**

SOOR is looking for a capable and enthusiastic individual to represent Special Olympics in the community. The Development Associate is a vital part of a dynamic team responsible for designing, supporting, and executing activities across all verticals of fundraising. This opportunity is ideal for a detail-oriented individual passionate about philanthropy and eager to gain cross-functional experience by administratively supporting the Development Department and CEO in a variety of development initiatives that will include but are not limited to: donor cultivation, donation processing, donor recognition activities, and marketing support.



## **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Manage contact lists, direct mail appeals, and online fundraising appeals, in accordance with the contract for Integrated Direct Marketing Program (IDMP)
- Manage data integrity/health of accounts within donor database, maintain synchronization across databases, and reconcile information with Finance Department
- Produce acknowledgment letters/tax receipts with a 72-hour turnaround goal and track all engagement activities in alignment with the stewardship plan
- Support the distribution and tracking of a weekly gift report and development dashboard for key staff to strategically follow up in alignment with the stewardship plan
- Provide phone and e-mail support to donor questions and mailing list requests with a world-class customer service mindset
- Research prospective donors, analyze their giving history and potential and write donor briefings
- Coordinate and help execute special event logistics, communications, in-kind procurement, and acknowledgments/follow-up for signature fundraising events
- Support sponsorship/partnership sales process through relationship building, research, proposal writing, and proper execution of existing agreements
- Record meeting minutes and aid in prepping meeting materials and presentations
- Other duties as assigned

## **QUALIFICATIONS**

- Minimum Associates Degree or relevant work experience
- 2+ years of experience in nonprofit fundraising and/or nonprofit administration
- Prior experience with CRM/database Salesforce NPSP required; Classy and Greater Giving, Constant Contact strongly preferred
- Foundational knowledge of fundraising methods and best practices
- Excellent project management and organizational skills
- Strong verbal and written communications skills
- Successful track record of working with a wide range of constituencies, both internal and external
- Proficiency in Microsoft Office 365, OneDrive, and other productivity tools
- Passionate about diversity, equity, and inclusion
- Team player and collaborator
- Can lift up to 25lbs



## **WORK ENVIRONMENT**

This position operates primarily in a professional office environment in Beaverton, OR with office hours typically being Monday – Friday from 8:30 AM – 5:00 PM. In addition to working office hours, staff is required to work events that are in their scope as well as assist at events out of their scope as needed – with most events falling on weekends or evenings. The job will require a car for external meetings and limited travel around Oregon, and there is a possibility of out-of-state conferences (not frequent or guaranteed). Office attire is typically business casual, but more formal business attire may be needed for meetings.

**\*COVID-19 Update:** Able to work from home as required by SOOR COVID-19 Policy; laptop and zoom account provided

## **EEO STATEMENT**

Special Olympics Oregon is an equal employment opportunity organization.

## **HOW TO APPLY**

Nonprofit Professionals Now is pleased to be working with Special Olympics Oregon in the efforts to fill this key role. To review the full job description and apply, please visit: <https://wvdo-or.hiringthing.com/job/401734/development-associate-special-olympics-oregon>

All applications must contain a resume and cover letter. All materials are reviewed and considered as part of the hiring process.

**Application Deadline:** March 29, 2022