



Neighborhood Partnerships

Development & Communications Manager

Posted: 11/6/23

Title: Development & Communications Manager

Status: Permanent, non-exempt, full-time position. This is a regionally remote/hybrid position with the ability to work from home and/or from our Portland, OR office.

Compensation: \$33.65 - \$35.58 per hour / \$70,000 - \$74,000 per year

Benefits: Employer-paid health, vision, and dental insurance; life and long-term disability insurance; 401K employer contributions; generous paid vacation (2 weeks first year), sick leave (3 weeks), and holidays (9 holidays and 2 personal choice days); phone and hybrid work stipends

Supervisory responsibilities: None

Union representation: This position is represented by ILWU Local 5. The compensation, benefits, and conditions of work for this position are collectively bargained.

Equity

Neighborhood Partnerships (NP) is a mission-driven organization committed to equity and inclusion. New hires participate in equity-specific onboarding training, and all staff participate in ongoing professional and personal development related to equity and inclusion. Please read our [Racial Equity Statement](#).

About Neighborhood Partnerships

NP works to advance housing and economic justice through several initiatives, coalitions, and projects. These include the Oregon Housing Alliance, a coalition of over 100 member organizations that works to advance housing opportunity in Oregon; the Oregon Individual Development Account (IDA) Initiative, which funds matched savings accounts for Oregonians with low incomes to save for an education, home, small business, or other investment; and the Oregon Economic Justice Roundtable (OEJR), a coalition of advocates, nonprofits, and funders advocating for racial and economic justice. We dedicate time and resources at every level of the organization to address disparities based on identity and to apply an equity lens to all decisions, programs, and policies.

About this position

NP's Development & Communications Manager works collaboratively with the Executive Director, Board of Directors, and NP staff to plan and implement strategies that increase support for and awareness of our work. This position focuses on creating development plans that raise awareness and engagement; marketing tax credits that support the Oregon Individual Account (IDA) Initiative; raising funds through grant applications; facilitating individual fundraising; communicating with the public through newsletters and social media; and partnering with private foundations and corporations to further our work. NP's Development & Communications Manager will support and ensure that the organization is hitting its fundraising milestones and identify future funding opportunities that allow for growth and sustainability.

This position will include some local and in-state travel. Out-of-state travel is possible for conferences and trainings.

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Responsibilities & Essential Job Functions

IDA Tax Credit Marketing (25%)

- Lead, support, and coordinate Oregon IDA Tax Credit Marketing sales and strategy via traditional and digital efforts with the goal of selling all available credits each year.
- Act as main point of contact for donors, tax professionals, and partners, helping to explain benefits, answer questions, and promote the sale of tax credits.
- Provide outreach, connect, and foster current and additional relationships with new tax professionals to link with high tax liability donors and those who would benefit from the tax credit.
- Develop and implement updated marketing plan, sales strategy, and support materials to reach goal outlined above. Help to define target market and plan for reaching them.
- Support donor stewardship including facilitating donor giving, especially of appreciated stock.

Grant Management (30%)

- Identify and act on foundation grant opportunities to meet existing funding needs, as well as those which would support growth and NP's strategic plan. Serve as project manager for the entirety of the proposal process, monitoring application and reporting timelines and delegating tasks where necessary.
- Partner with program staff to develop proposals which accurately and vividly describe NP's vision, values, and mission.
- Increase NP's capacity to apply for and procure philanthropic, private foundation grants, both within Oregon and with foundations with a national scope.
- Manage all grant administration, including managing the grants calendar, communicating reporting dates to fiscal and program team members, and ensuring the delivery of timely reports in accordance with funder requirements.
- In collaboration with the Director team, cultivate funder relationships that position NP as a trusted thought partner on meaningful change and a bridge to community impact.

Individual and Corporate Donor Cultivation (20%)

- Build and oversee the implementation of NP's annual fundraising plan, which will include regular communication with key donors and intentional giving campaigns.
- Build authentic and meaningful relationships with donors, creatively share NP's impact, and make donors feel appreciated for their investments.
- In collaboration with the Executive Director and Board of Directors, actively cultivate current and prospective major donors.
- Create meaningful sponsorship opportunities and build relationships with corporate partners, including securing sponsorship for NP's events (RE:Conference, IDA Day).
- Lead NP's culture of philanthropy, integrating staff, volunteers, and Board members into fundraising efforts and exploring how community-centered fundraising can inform NP.
- Update, maintain and continuously improve our database (Salesforce) by entering notes, planned asks, and donation history.



Communication (15%)

- In collaboration with all staff, draft and design regular e-newsletters to communicate NP's critical work and impact across Oregon.
- In support of legislative advocacy and NP events, draft communications that may be used as action alerts, talking points, letters to the editor, and/or social media posts for NP supporters.
- In collaboration with others, support the maintenance of NP's multiple websites (NP, Oregon IDA Initiative, Housing Alliance, Residents Organizing for Change) and social media accounts to facilitate support and engagement.

NP Organizational Responsibilities (10%)

- Support ongoing work to integrate anti-racist practices and structures into all aspects of NP's operations and programs. Contribute to the development of and hold yourself and others accountable to NP's equity goals and organizational agreements.
- Provide thought leadership, support, and help define our work priorities, timelines and responsibilities that are in alignment with our strategic intentions.
- Participate in shared support roles for staff meetings, the biennial two-day RE: Conference, and other organizational projects.
- Occasionally assist with hiring and onboarding of new NP employees.

Core Competencies & Experience

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications in a job description. We encourage applicants to think broadly about their background and qualifications for the role, even if they do not have traditional professional experience in all the areas listed here.

- Two or more years of progressive fundraising experience, with some experience with gift solicitation and prospect relationship management. A commitment to advancing racial, housing, and economic justice through development and communications work.
- Ability to initiate, prioritize, and manage multiple projects independently and able to synthesize information into new ideas and solutions.
- Strong oral, written, and interpersonal communication skills, as well as the ability to use inclusive language in formal communications.
- Introductory experience analyzing the success and engagement of agency communications.
- Ability to work successfully and collaboratively with diverse staff, partners, organizations, and communities and maintain space for all voices.
- Ability to navigate and respect diversity of backgrounds, perspectives, personalities, and communication styles.
- An approach that is proactive, professional, creative, curious, and hardworking.
- Accuracy, attention to detail, and commitment to follow projects through to completion.
- Experience with CRM software, proficiency with Microsoft Office Suite and Google Suite.
- Energy and initiative to co-create the development of systems improvements, innovations, and efficiencies.



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- Ability to manage workload and anticipate upcoming program needs, as well as respond to shifting priorities.

Desired Competencies & Experience

- Experience with Salesforce, WordPress, and/or MailChimp.
- Experience with various social media formats, including knowledge of how to maximize engagement and active responses on social posts.
- Awareness of or firsthand experience with tax credits, or generally familiar with tax issues related to donations and/or donations of appreciated stock.
- Personal lived experience or other first-hand understanding of the systemic injustices that NP works to change, such as: housing instability, poverty, and racial injustice.

Application Instructions

This position is open until filled. Please submit a current resume and cover letter explaining your relevant experience and your interest in this position. Candidates will be asked for a work sample and references if they advance through the process. We will begin reviewing resumes on November 27, 2023. Please submit your application through [this form](#).

Other Information

- **Background check:** Due to fiduciary responsibilities of our work managing grant monies, a post-offer criminal background check is required.
- **Location and Travel:** Neighborhood Partnerships currently operates a primarily remote workplace, with occasional in-person meetings and activities at our physical office in the Pearl District or other locations in Portland. The position requires occasional travel, primarily within Oregon.
- **Residency:** This employee is **required to live in Oregon or Southwest Washington by their start date**. Support for relocation costs may be included in an offer for candidates who live out-of-state.
- **Schedule:** NP allows employees some flexibility in scheduling work hours, including shifting work hours within the week to accommodate individual circumstances and to account for any long days or work outside of regular business hours.
- **Physical abilities:** The position requires physical abilities related to working in a typical office environment and communicating with people internally and externally. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily without posing a direct threat to safety or health of employee or others. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NP is an Equal Opportunity Employer and encourages applications from people of color, LGBTQIA+ people, women, and people with disabilities. The Board and staff believe they can meet the organization's mission only with a diverse Board and staff who cultivate a culture of equity and inclusion.

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