

## Neighborhood Partnerships Job Description

**Position Title: Development Manager**

Reports To: Executive Director

Category: This is a permanent, full time position (40 hours/week). It is based at our Portland office. Some flexibility of schedule and ability to work remotely may be possible, subject to discussion after the 90 day introductory period.

Compensation: \$40,000 to \$55,000 per year, depending on experience. Health, vision, and dental covered at 100% for employees; annual pension contributions; long term disability insurance; life insurance; transit pass; paid vacation and paid sick leave, paid holidays. Flexible schedule possible.

Consideration of candidates will begin September 26, 2016 and will continue until the position is filled. Anticipated start date before October 31, 2016.

### About Neighborhood Partnerships

[Neighborhood Partnerships \(NP\) works](#) across Oregon to increase access to opportunity. Founded in 1989, Neighborhood Partnerships is a statewide 501(c)(3) nonprofit organization that sits at the intersection of program delivery and policy change across a range of issue areas. We work collaboratively to catalyze and manage research-backed initiatives, systems, and policy changes that help Oregonians achieve housing stability and build financial security. We work as advocates, connectors, and program managers to increase resources, improve public policy, and spark innovation and collaboration.

On behalf of the State of Oregon, we manage the [Oregon Individual Development Account Initiative](#). The Oregon Individual Development Account (IDA) Initiative sparks resilient communities by building financial capability, promoting strong savings skills and inspiring bigger dreams. With an IDA, Oregonians with low incomes have their savings for an education, home or small business matched by donor contributions. Neighborhood Partnerships solicits and accepts donations on behalf of the Initiative which qualify for a State of Oregon tax credit.

### Position Summary

We are seeking a new team member who will manage key elements of our work to maintain and increase funding in collaboration with our Executive Director and program staff. The Development Manager will:

- Lead our work to fuel the Oregon Individual Development Account Initiative through donations in return for a state tax credit;
- Manage logistics and sponsorships of our annual RE:Conference;
- Support our individual and corporate donors and continue work to increase our donor base, and
- Support the Executive Director and other staff with corporate and philanthropic appeals.

### Position Responsibilities and Essential Job Functions

This is a full time position, requiring a consistent forty hour per week workweek, with local travel, and occasional in state and national travel, and occasional longer work weeks.

The Development Manager will:

- Manage logistics for the annual RE:Conference
- Cultivate and manage sponsor relationships for the RE:Conference
- Manage registration for the RE:Conference
- Lead publicity efforts for the RE:Conference

- Lead marketing efforts for the Oregon IDA Initiative – maintain web page content, manage email, mail and social media communication with donors
- Be first point of contact for donors to the Oregon IDA Initiative, addressing questions and needs and finding solutions
- Maintain Oregon IDA Initiative web site content to support donor engagement
- Manage NPs individual donor efforts – develop materials, create and implement recognition cycle, manage personal, email and mail communication
- Update, maintain and continuously improve our database (Salesforce), by entering notes, planned asks, and donation history
- Engage NP staff and board in individual donor efforts
- Manage NP web site content to support donor engagement
- Other tasks as assigned

**Necessary Skills:**

- Must enjoy people
- Strong oral, written, and interpersonal communication skills are required
- Proactive, professional, creative, curious, and hardworking
- Accuracy, attention to detail, and commitment to follow projects through to completion
- Ability to problem solve, to analyze, synthesize and communicate complicated rules, requirements and information, and to manage nuanced relationships and situations
- Excellent Microsoft office skills, including Excel, Word, PowerPoint
- Energy and initiative to lead the development of systems improvements, innovations and efficiencies
- Flexibility and comfort with change is essential, as is the ability to work in a dynamic and ever changing team environment
- Ability to work successfully and respectfully 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
- Ability to manage workload and anticipate upcoming program needs, as well as respond to shifting priorities
- Must be willing to support the success of the broader NP team and cheerfully take on tasks as needed to make events and efforts succeed

**Preferred skills:**

- Experience with Salesforce or other donor management software
- Experience with Word Press
- Experience managing email campaigns
- Proficiency in language other than English

**Supervisory Responsibility**

Job has no supervisory responsibilities.

*NP believes that every employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this job description is designed to outline primary duties, qualifications and job scope, but not limit the employee or NP to just the work identified. It is our expectation that every employee will offer his/her service wherever and whenever necessary to ensure the success of our mission. This information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.*