

Fundraising Development Associate

Kúkátónón New Position Description



Part Time (10-15 hours per week) with work weekday hours between 8am-6pm, including occasional evenings and weekends. Non-exempt. Based in Portland, Oregon.

Rate of Pay: \$17/hour (opportunity to increase pay as fundraising goals are met)

Position Reports to: Executive Director

The Fundraising Development Associate is responsible for actively supporting the fundraising and development activities of Kúkátónón. This includes but is not limited to the administrative support and office management of Kúkátónón, development of collateral materials and publications for fundraising, plus support for the Board of Directors (BOD).

An integral and essential role is the development of effective, targeted communications to all stakeholder groups, continually seeking to inform and inspire. This position will also plan and implement public relations and marketing activities to continually raise the visibility of Kúkátónón in the community through public relations, including but not limited to the website and social media. The Fundraising Development Associate also performs other duties as assigned consistent with skills and training for this position in alignment with the goals and mission of Kúkátónón.

Job Duties & Responsibilities:

Donor Data & Relations:

- Develop materials & collateral related to fundraising and donor outreach
- Keep donor thank you letter language and formatting up-to-date
- Ensure donor database information is current and accurate for all donors and funders
- Maintain relationships and periodically check-in with donors
- Organize two annual donor thank-a-thons after the Gala and the end of the year appeal
- Assist with identifying potential donors and helping to close on donations where relationships have been previously cultivated by Board & Staff
- Occasional offsite meeting with potential donors to talk about Kúkátónón, invite to a rehearsal or event, and ask for monetary or volunteer support

Committee Duties:

- Chair the Kúkátónón Fundraising Committee (comprised of Board, Staff, and Resource Council members)
- Provide a monthly report to the Board of Directors regarding the Fundraising Committee's work and progress, to be delivered to the Board Secretary 1 week prior to each monthly meeting
- Assist with planning annual donor appreciation party
- Lead the creation and implementation of an annual fundraising strategy and manage accompanying calendar and project budgets
- Manage annual Give!Guide application & End of the Year Fundraising Campaign

- Serve on the annual Gala committee & take on key committee member responsibilities in planning and marketing the Gala

Development & Communication Responsibilities:

- Attend a weekly phone meeting with ED and a bi-weekly in-person meeting with all Staff
- Keep up-to-date on current nonprofit fundraising practices
- Research and make recommendations for potential fundraising strategies
- Assist with social media posting and marketing of fundraisers and large gifts/grants
- Draft press releases for large fundraising events or to announce large gifts/grants
- Mail/Email Village Circle Membership renewal reminders
- Assist with prep and management of community events & serve on at least 2 community event planning committees per year
- Provide other fundraising or development support as requested by the ED
- Works with program staff to develop funding and community related projects

QUALIFICATIONS:

- Knowledge of fundraising and development strategies
- Demonstrated interest in fund development
- Knowledge and experience to identify social justice issues and be culturally responsive with an equity, diversity and inclusion framework
- Knowledge and experience maintaining effective community-building and working relationships and communicating effectively to a variety of groups and communities
- Demonstrated proficiency with computers, including Microsoft Word, Excel, PowerPoint
- Knowledge and experience with donor databases, not required, but desired
- Ability and experience working independently and collaboratively as a team, and maintain time and task management in a high workload environment
- Must be able to work weekday hours between 8am-6pm, including occasional evenings and weekends
- Personal automobile with valid automobile insurance available for work as needed
- Valid state driver's license

TO APPLY:

Application Deadline: Thursday, September 28, 2017.

Please submit a cover letter describing what captures your heart and excites you about this position, and why you believe that your skills and experiences are a good match. In addition, attach a current resume that includes three references. (Limit of five pages for the entire packet). When submitting your application, title the subject line, APPLICATION: NAME and DATE. Submit to: krystal@kukatonon.org.

****Kúkátónón is strongly committed to cultural diversity and strives to be an organization where leadership at every level reflects the diversity of the population we serve. **Statement of Kúkátónón Practices:** Kúkátónón is an equal opportunity employer.****