

Development & Communications Coordinator

Location: Portland, Oregon

Reports To: Amy Easton, Development Director: Gifts & Communications

Job Status: Full-Time, Exempt

Starting Salary Range: \$54,000-\$56,000 DOE, full benefits package included.

Our Mission: To discover treatments and a cure for ALS, and to serve, advocate for, and empower people affected by ALS to live their lives to the fullest. The Oregon and SW Washington Chapter of The ALS Association provides support and resources for people living with ALS, their families, and caregivers living in the State of Oregon and the six counties of Southwest Washington.

Position Summary: The ALS Association Oregon and SW Washington Chapter seeks a skilled Development & Communications Coordinator to provide holistic support to the Development Director: Gifts and Communications. This role takes the lead in outreach efforts to people with ALS for general chapter communications, fundraising and grant writing. The ideal candidate has experience in outreach, storytelling, fundraising and project management.

Responsibilities

FUNDRAISING CAMPAIGNS

In collaboration with the Development Director, coordinate three annual fundraising campaigns. This includes:

- Lead outreach efforts to people with ALS to develop meaningful stories for letters
- Create print and digital communications campaign schedule
- Recruit and coordinate volunteers for letter stuffing
- Draft all additional correspondence related to campaign including thank you letters
- Assist with mailing list recipient finalization

COMMUNICATIONS

Assist with chapter communication efforts. This includes:

- Lead development of quarterly e-news content
- Proactively reach out to people with ALS for social media content, newsletters and donor communication content
- Draft social media content for Facebook, Instagram and Twitter
- Develop diversified stories in the Annual Report, e-newsletters, and impact letters
- Coordinates additional stewardship activities as assigned, including birthday cards and Facebook fundraiser thank yous
- Other duties as assigned

GRANTS

In coordination with Development Director, manage the grants portfolio. This includes:

- Monitor and maintain grants schedule
- Draft all grant narratives in collaboration with Development Director
- Draft all grant reports
- Proactively pursue research and submit new grant opportunities
- Draft all other grant correspondence including LOIS and thank you letters

DATABASE

- Maintain all grant-related contact records in CRM
- Drafts acknowledgement letters for annual campaign and appeal gifts
- Other duties as assigned

Position Skills and Requirements:

- A Bachelor's degree
- 1-3 years relevant experience
- Excellent organizational, writing, and verbal communication skills
- Grant writing and/or research experience a plus
- Ability to main high level of confidentiality
- Self-motivated and resourceful.
- Ability to manage several projects simultaneously.
- Goal-oriented with ability to work independently and meet deadlines.
- A comfort-level and understanding for people and families dealing with serious medical conditions.
- Works and builds rapport with a wide range of people, including community businesses and professionals, volunteers, people with ALS and their families.
- Able to work some nights and weekends as needed and use own and rental vehicle for work travel throughout all of Oregon and SW Washington.

To apply: submit a cover letter and resume to amy.easton@alsolegon.org by Friday, February 10, 2023.