



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. ALS Northwest provides support and resources for people living with ALS, their families, and caregivers living in Oregon and Washington.

Position Summary: ALS Northwest seeks a skilled Development & Communications Coordinator to provide holistic support to the Development Director. This role takes the lead in grant-writing and also plays a key role in creating content for social media, the website and email and print newsletters. The ideal candidate is interested in a career in development and has a creative and proactive approach to communications 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
- Assist with volunteer logistics for campaign support
- Create all content related to the campaign (including thank you letters)
- Assist with building and finalizing mailing lists

COMMUNICATIONS

Assist with chapter communication efforts. This includes:

- Create content for the quarterly e-news, Annual Report, and donor impact letters
- Proactively reach out to people with ALS for social media content, newsletters and donor communication content
- Create content for all social media channels
- Assist with website edits
- Coordinates additional stewardship activities as assigned, including birthday cards and Facebook fundraiser thank yous
- Other duties as assigned



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GRANTS

Manage the grants portfolio. This includes:

- Monitor and maintain annual grants calendar
- Lead in the creation of all grant applications and reports
- Proactively research and pursue new grant opportunities
- Lead in the creation of all other grant correspondence including LOIS and thank you letters

DATABASE

- Maintain all grant-related contact records in database
- Assist Development Director in data entry related to donor outreach efforts

Position Skills and Requirements:

- 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
- 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 vehicle and rental vehicle for work travel throughout all of Oregon and southwest Washington.

To apply: submit a cover letter and resume to amy.easton@alsolegon.org by Friday, December 8, 2023.

ALS Northwest is an equal opportunity employer and believes that each team member makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities outlined in a job description. Therefore, this job description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent nor the organization to just the work identified. It is our expectation that each team member will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.