



**WOMEN'S FOUNDATION of OREGON**

*Invest in Women. Invest in Oregon. Invest in Change.*

<b>Position:</b>	Associate Director
<b>Organization:</b>	Women's Foundation of Oregon
<b>Reports to:</b>	Executive Director
<b>Location:</b>	Portland OR
<b>Starting at:</b>	\$65,000; Generous benefits package
<b>Posting Dates:</b>	March 2017
<b>Status:</b>	Full Time, Exempt

**Who We Are:**

Women's Foundation of Oregon is building an Oregon where every woman and girl can thrive. We focus the power of women's collective resources to improve the lives of women and girls in our state.

- **We are bold.** We are courageous grantmakers.
- **We are compassionate.** We focus on the humanity behind the statistics - the people behind the numbers.
- **We are inclusive.** We are an actively welcoming organization.
- **We are determined.** We are relentless in our pursuit of a better Oregon for women and girls.
- **We are optimistic.** We make decisions based on the belief that tomorrow can be better than today.
- **We are accountable.** We are results-driven and hold ourselves to the highest standards of excellence.

**Who we are looking for:**

The Women's Foundation of Oregon seeks a highly skilled, relationship-orientated, and mission driven Associate Director to lead the organization's communication strategy, fund development efforts, and membership program. Our Associate Director should be a superior writer, be able to develop and nurture a wide variety of relationships, have strong oral communication skills, and have an impeccable eye for detail. The ability to be self-directed, yet flexible, and to excel in a fast-paced, dynamic, often-changing environment is critical.

**Who you are:**

You pride yourself on your exceptional writing skills and ability to develop relationships with people from all walks of life. You are known for your ability to think strategically and holistically, yet you're also able to take ideas and fully implement them, driving projects from inception to fruition. You are passionate about bringing storytelling, strategic communications, relationship-building, and fundraising efforts together into a unified whole.

You have confidence in your skills and expertise as well as the humility to reflect often, listen to understand, and change course when needed. You are known for your enthusiasm, sense of humor, and your "no task too small" attitude. You are courageous enough to take risks, shoulder responsibility, fail occasionally, and continually learn. You have superior juggling skills allowing you to manage multiple priorities at the same time. Most importantly you demonstrate equity and inclusivity in all that you do and are willing devote yourself to making Oregon a better place for women and girls.

**Primary Responsibilities:**



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- Collaborate with Executive Director to create and refine the Foundation's annual communications and fundraising plans that meet financial, membership, media, and other organizational goals
- Oversee the execution Foundation's communications, membership and development plans
- Develop, nurture, and steward relationships with Foundation members, major donors, media contacts, corporate and foundation partners, and other key stakeholders
- Create a wide range of Foundation content and collateral, including: fundraising letters, press materials, messaging documents, newsletter articles, social media posts, brochures, grant proposals, and website copy
- Direct the Foundation's major donor relations and retention efforts
- Plan and execute a variety of Foundation programs and special events with a special emphasis on member support and engagement
- Manage the Foundation's media and public relations, including pitching and placing news stories and op-eds in outlets across the state
- Use and support the Foundation's CRM system (Salesforce) to support communications, membership, and development efforts
- Provide project-related support to Executive Director as needed and other duties as assigned

### Skills and Qualifications of the Successful Candidate

- Minimum 5+ years demonstrated experience working in communications, membership programs, and/or fund development
- Demonstrated ability to create clear and compelling written products on tight timelines  
Outstanding oral communication skills, including a comfort with public speaking
- Ability and confidence to cultivate and close gifts from individuals, corporations and foundations
- Experience with, and commitment to, culturally competent approaches and practices
- Ability to handle sensitive information with discretion and confidentiality
- Capacity to excel in a fast-paced, dynamic, often-changing environment
- Proficiency in Salesforce or comparable CRM such as Raiser's Edge, DonorPerfect, etc.
- High proficiency in Microsoft Office and robust technology skills
- Proficiency in a language other than English preferred
- Willingness to use personal vehicle or car sharing service for Foundation business preferred

### Work Environment and Expectations

Our work is performed in a variety of office environments both at the Women's Foundation office and other locations. The workday often includes using a telephone and sitting at a computer screen for extended periods. Tasks may require lifting, moving, or carrying objects of about 30 pounds, such as boxes, materials, and other supplies. Occasional travel by car to points outside the greater Portland metro area is necessary as well as work outside normal business hours, such as evenings and weekends.

### Equal Opportunity Employer

The Foundation is committed to building a truly diverse staff and strongly encourages people of color, individuals with disabilities, LGBTQ individuals, and veterans to apply.

### To Apply

Please send your resume and a cover letter, in a single PDF, to [applications@w-for.org](mailto:applications@w-for.org). Position is open until filled.