

Director of Communications & Development

The Director of Communications & Development will be responsible for ensuring achievement of goals related to an ambitious communications and fundraising plan. As our name suggests, “opportunity” is core to what Oregon ON represents. We work across urban and rural geographies throughout Oregon to strengthen communities, increase access to affordable housing, and reduce disparities in opportunity for people of color and other economically disadvantaged populations. We are looking for an entrepreneurial professional who enjoys front line relationship building, soliciting, developing long range and strategic plans for increasing institutional giving support and expanding Oregon Opportunity Network’s funding base. *We believe that equitable access to resources and opportunity is the means to healthy, economically vibrant people and communities.*

The primary duties include community outreach through press releases, website updates and social media networks, marketing assistance through member and donor collateral materials, development assistance through overseeing the major gifts program, and limited technical communications and development assistance to Oregon ON members. The individual in this key role will work closely and actively with the Executive Director to create and implement an annual fundraising plan. Assure timely cultivation, solicitation, follow-up, data entry and tracking of new and current prospects and donors. Must be personable, creative, flexible, and highly organized, with excellent design, computer, writing, administrative, and communications skills.

Strong candidates for this position will have a combination of development and communications skills, as well as a strong track record of success.

Specific Responsibilities:

Fund Development – shape, manage and drive the implementation of a successful fundraising strategy to support organizational and project development needs, including:

- Develop and implement cost-effective fund development program involving individuals, businesses and private foundations
- Develop and implement specific campaigns for tax-credits, planned giving, charitable trusts, endowments, and development projects
- Direct the production of annual fundraising events and appeals
- Develop calendars, plans, and marketing material for fundraising events and appeals
- Identify, cultivate, recruit, and organize fund development leaders and volunteers
- Establish recognition, acknowledgements, and incentives for donors and volunteers
- Assist in the development of grant proposals.

Communications - shape, manage and drive the implementation of an effective outreach and communication campaign to educate and cultivate community support, including:

- Develop and implement cost-effective marketing and outreach strategies to communicate with a range of constituencies through printed and electronic media
- Plan and organize campaigns that promote affordable housing as part of the economic and ecological sustainability of communities across Oregon

- Organize the community to promote policies that enhance the regulatory and funding environment for affordable housing
- Inform and educate the public on financial education and counseling, home repair and maintenance, and asset-building programs
- Communicate and collaborate with a range of people and organizations, including communities of color, confederated tribes, and immigrant and refugee communities
- Identify and report on the impact of affordable housing, from individuals and families to our local economy, using outcome based measurements
- Create, write, edit and produce press releases, publications, videos, exhibits, and printed materials, including annual reports, and
- Update and maintain organization's website, on-line publications, and social media.

Required Skills:

- Minimum of five years of development and communications experience, ideally in a lead team role.
- Ability to eloquently articulate Oregon ON's mission and programs, and show passion for the mission of affordable housing development.
- Superior communications skills, both verbal and written.
- Demonstrated ability to work effectively with diverse constituencies.
- Must possess good judgment and exercise diplomacy in dealing with a variety of constituents.
- Must have excellent organizational skills with the ability to prioritize work appropriately and adapt easily to changing priorities. Able to apply strategic and creative thinking, while being persistent, motivated and energetic, along with the ability to work in detail oriented fashion.
- Ability to interact skillfully with high level foundation program officers and individual donors.

Commitment to Diversity:

Oregon ON is an equal opportunity employer. We are committed to an environment that welcomes and supports diversity. We seek diversity of identity, thought, perspective, and background in our staff and board.

To Apply: If you share Oregon ON's commitment to fostering the equity of opportunity, and are seeking an exciting and challenging leadership opportunity, we encourage you to apply. Join our "small but mighty" staff, an active board of directors, and our dynamic network of over 150 member organizations and partners with a shared vision for positive change in Oregon.

Send email with cover letter and resume to Jerome Brooks, Executive Director, at jerome@oregonon.org. Email submissions should include "Director of Communications & Development" in the subject line. Candidates selected for an interview will be requested to provide references and a portfolio of writing samples and graphic designs.

Application Deadline – Friday, March 24, 2017 at 5:00 PM PST