

JOB DESCRIPTION

Development Coordinator

Position Category:	Full-time, Regular
Employee Type:	Salaried, Non-exempt
Reports to:	Sr Director of Development & Community Engagement/Director of Development
Direct Reports:	None
Work Schedule:	Mon-Fri, 9 am – 5 pm; event driven evening and weekend hours required. This is an in-person position.
Salary:	\$52,500 – \$56,000/year plus benefits

Organization:

Literary Arts is a community-based nonprofit arts organization located in Portland, Oregon, with a 40-year history of serving the state's readers and writers. Our programs include Portland Arts & Lectures, one of the country's largest lecture series; Oregon Book Awards & Fellowships, which celebrates Oregon's writers and independent publishers; and Writers in the Schools, which hires professional writers to teach semester-long creative writing workshops in Portland's public high schools. Our mission is to engage readers, support writers, and inspire the next generation with great literature.

The Position:

The **Development Coordinator** provides cross-functional support to advance the fundraising capacities of the Development department. The Development Coordinator's essential duties include administrative support for the Development Team, gift entry and acknowledgments, and duties as directed by the Director of Development. The Development Coordinator is directly responsible for timely and accurate donor database entry and reporting, event and meeting logistics, and general administrative duties. The Development Coordinator will also act as support at high profile organizational events.

Essential Functions and Responsibilities:

Administrative

- Process gifts and send acknowledgement letters and tax receipts to donors in a timely manner.
- Produce regular CRM reports, including weekly FileMaker reports to the development team, detailing tasks for the week, council/committee meeting reports, Board reports, etc.
- Code all department transactions for budgeting purposes and perform regular reconciliation with Finance.
- Provide support to donors and finance team with processing gifts of stock, grant award requirements, providing ACH information to donors, downloading donor portal reports, etc.
- Track gift commitments and send reminders to donors.
- Manage and track the organization's in-kind donations.
- Provide general office support for the development team.

Meetings

- Schedule council meetings and larger Development team meetings
- Attend board and council meetings as needed to provide logistical support.
- Draft and send out agendas for council meetings, follow up on invitations, and track RSVPs.
- Set up and arrange food and refreshments for in-office meetings.
- Ensure that all related information and materials are sent out in advance and/or are available at events or meetings.
- Keep minutes during council meetings and other meetings as directed.

Events

- Order and transport food, drinks, and supplies for events as needed.
- Assist the team in arranging logistical and staffing needs, including materials and equipment; load-in/load-out and set-up/tear-down tasks.
- Assist in the planning, coordination, and execution of fundraising events.
- Support event logistics, including venue selection, catering, audio-visual requirements, and on-site coordination.
- Manage guest communication, registrations, and inquiries from event attendees.
- Provide on-site support during events, ensuring a positive experience for all participants.
- Work closely with internal teams and external vendors to ensure all event details are well-coordinated.
- Support the development of promotional materials and communications related to events.

Sponsorships

- Research and identify potential corporate sponsors aligned with the organization's mission and values.
- Assist in creating compelling sponsorship proposals and presentations.
- Draft and manage sponsorship agreements, ensuring all commitments are fulfilled.
- Work with legal and finance teams to ensure compliance with contractual obligations.
- Support collaboration with Marketing to ensure sponsors are recognized appropriately.
- Prepare regular reports on sponsorship activities and outcomes.

Qualifications:

We will consider any combination of relevant work experience, volunteering, education, and transferable skills as qualifying, unless an item is labeled as required. Please be clear and specific about how your background is relevant.

Minimum Qualifications/Transferable Skills

- 1-2 years of fundraising experience.
- Strong written communication skills, including proofing and editing.
- Ability to effectively converse with diverse groups of patrons and the general public and help create a welcoming environment for people of all backgrounds.
- Database entry, reconciliation, and reporting.
- Ability to work accurately with numbers.
- Working knowledge and competency with standard office technology and applications, especially Microsoft Word and Excel.
- Working knowledge of project planning and tracking.

Job Conditions:

Benefits: Literary Arts currently pays for health, dental, and vision coverage for each FTE employee, and offers a 401K program with employer match. Literary Arts also fully pays for short- and long-term disability insurance. All full-time employees begin with three weeks of paid vacation time, which increases to five weeks after five years of employment. We also provide three additional paid Personal Days off, in addition to observing approximately 12 paid holidays. As a registered nonprofit, the organization qualifies for public service loan forgiveness. Information on additional benefits is available upon request.

Flexible work environment: The organization also permits flexible scheduling to accommodate family or personal needs and preferences, including the option to be fully remote for up to one month (upon review and approval).



Office Layout is open concept, between two common spaces used for meetings, events, and workshops. The new facility will also be open concept, with flexible meeting rooms and hoteling workstations.

Equipment Used: Mac laptop, copier/printer, postage machine, and other standard office equipment. Literary Arts provides an adjustable office chair; a standing desk can be requested.

Physical Demands: Long periods of sitting are required at the computer or in meetings. Some concentrated periods of computer keyboarding may be required throughout the work week. However, this position does accommodate breaks from sitting as needed. Lifting and moving of boxes is required; boxes in excess of 25 pounds should be lifted with assistance.

To apply, please submit your cover letter and resume to applications@literary-arts.org with the subject line "Development Coordinator." **We will begin formally reviewing applications on May 1, 2024.**

After you submit your application materials, you will be invited to participate in a voluntary survey. Literary Arts is committed to creating a diverse, inclusive, and equitable environment for our employees and volunteers, and data collected from these surveys allows us to measure and show the progress we are making in a concrete way. We welcome applicants from diverse backgrounds and experiences.

For more information about Literary Arts, visit www.literary-arts.org.