



POSITION DESCRIPTION

Job Title: Giving and Engagement Manager

Reports To: Executive Director

FLSA Status: Hourly

Hours: 32-40 hours per week

Office Location: Multnomah Village/Remote

Current Pay Rate: \$23-25 Starting

Benefits: Insurance (100% employee & 50% dependents), retirement with 4% match

Organization Overview:

For over 30 years, Store to Door has delivered nourishment and social connections to homebound people in our community. We support independent living for Portland area seniors and people living with disabilities by providing 1) a low-cost, volunteer-based grocery shopping and delivery service, 2) free food boxes to our lowest-income clients, and 3) information and closed-loop referrals for clients. Our award-winning organization is the only one of its kind in Oregon. Each year, with over 1,200 volunteers, we make over 14,000 deliveries to 700+ seniors and adults living with disabilities.

Position Summary:

The Giving and Engagement Manager will work to develop and manage the agency's communication and individual giving strategy. This strategy includes: 1) developing a clear brand and organizational storyline, 2) executing segmented donor strategies with the support of a high-functioning Communication Specialist and Development Coordinator (including online and in person fundraising events), and 3) working collaboratively with the Executive Director, Grants Manager and Volunteer Manager to ensure coordinated partnership development with the board, volunteers, corporations, and foundations. This position will be responsible for proactively developing strong working relationships with existing donors and will actively assess and cultivate relationships with new prospective donors.

Principal Duties & Responsibilities

Donor Strategy and Engagement (70%)

- Design and implement a comprehensive development program to engage and steward current donors while identifying, researching, cultivating, and soliciting new prospects.
- Build long-lasting transformational (not transactional) relationships by treating donors as partners, and asking them to give us their full financial support.
- Lead the development team in building tactical strategies (appeals, online fundraising, in-person events) to increase community understanding of Store to Door
- Grow financial gifts of all sizes
- Develop a network approach to fundraising, focused on connecting with new and existing higher net worth individuals through relationship building, outreach to wealth managers, attending events, and web-based resources (e.g., LinkedIn, video-conferencing).

Communications Management (20%)

- Oversee and create marketing and communication strategies including: the development of public outreach materials such as print and electronic newsletters, direct mail, annual reports, press releases, free and paid advertising, brochures, social media, and Store to Door's web site.
- Actively develop media connections to increase our public relations opportunities including community exposure through events, earned media, and other communication strategies.

Management (10%)

- Lead, supervise, coach, support, and partner with development and communications staff while fostering a collaborative team culture based on transparent communication and mutual accountability.
- Serve as a member of the Senior Management Team providing strategic input on the management and growth of Store to Door.
- Participate in Board planning sessions as required.

Qualifications:

- Bachelor's degree or equivalent training and experience required, ideally in communications, marketing, business administration, fundraising, or related subject.
- Minimum of 3 years of nonprofit development or fundraising experience.
- Experience developing networks and communicating effectively in one-on-one and group settings.
- Proven track record managing relationships with donors and community partners leading to major gifts.
- Supervision experience and ability to develop a high-functioning team.

Knowledge, Skills & Experience:

- Responsive with great follow-through skills, ability to build trust and maintain constructive relationships across organizational boundaries, and work effectively as part of a team.
- Agility to work independently across multiple, simultaneous projects and meet deadlines with attention to detail.
- Advanced proficiency in Microsoft Office Suite or similar productivity tools to create documents, tables, and graphics.
- Ability to promote a culture of equity, respect, inclusiveness, and appreciation of diverse perspectives, backgrounds, and values.
- Knowledge of and passion for senior services.
- Excellent verbal, written, public speaking, and interpersonal skills.
- Proven analytical, evaluative, and problem-solving abilities.
- Candidate must successfully pass a criminal background check.

Any satisfactory combination of experience, training, and/or education that ensures the ability to perform the work may substitute for the above qualifications.

Working Conditions/Physical Demands

Fast-paced, with significant people interaction. No lifting over 20 lbs. Minimal reaching, bending, stooping, and sitting for extended periods with considerable phone and computer work. Store to Door is a hybrid work environment that combines an office and remote work schedule. Store to Door provides a laptop/desktop, monitor, and camera (as needed) to support remote work.

Commitment to Equity

Store to Door is an Equal Opportunity Employer and strongly encourages people of color, women, LGBTQI+ individuals, veterans, those living with disabilities, and those with working-class backgrounds to apply. We are working toward an equity and diversity plan and dedicated to improving outcomes for communities of color and other under-served populations.

Disclaimer:

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. This document does not create an employment contract, implied or otherwise; employment in this job is an “at will” employment relationship.

Employee Signature

Date

01/30/2023