



Jesuit Volunteer Corps (JVC) Northwest Job Announcement

JESUIT VOLUNTEER CORPS (JVC) NORTHWEST, Portland, OR, is hiring a full time Development and Communications Coordinator for our Milwaukie, OR office, in the Portland Metro Area. The Development and Communications Coordinator is responsible for coordinating the production and mailing of fundraising appeals and our bi-annual newsletter, maintaining the donor database, researching and assisting with grant opportunities, managing media relations and external communications, and administrative tasks such as running donor reports, updating content of the donation pages on the website, and preparing thank you letters and gift acknowledgements. This position is also responsible for coordinating donor-gratitude events and helping to coordinate regional fundraising gatherings and events. JVC Northwest is seeking a person with excellent writing and organizational skills, as well as the ability to work independently as well as in a collaborative and team oriented environment. We are a faith-based organization with a focus on our core values of community, simple living, social and ecological justice, and spirituality.

The ideal candidate will have at least two years of experience in a fundraising or marketing/communications role at a nonprofit. Bachelor's degree and proficiency in Microsoft Office and database software are required. Experience with graphic design a plus. Former Jesuit Volunteer or National Service member preferred. The Development and Communications Coordinator is employed at will. Successful clearance of pre-employment reference checks and criminal history background checks are required for final hire.

Equity at JVC Northwest: JVC Northwest is committed to continually building a just and equitable workplace in order to work toward our vision of a just and equitable Northwest region. As an Equal Opportunity Employer, JVC Northwest encourages applicants of every ethnicity, origin, age, religion, ability, sexual orientation, gender expression, economic status, veteran status, and political affiliation.

To apply, email JVC Northwest at info@jvcnorthwest.org with "**Development and Communications Coordinator**" in the subject line for job description and application information. We will begin reviewing applications on June 29, 2017 and will accept applications on a rolling basis thereafter.



JVC Northwest has been named by Oregon Business Magazine as one of Oregon's 100 Best Nonprofit Companies to Work for (2009-2016) and 100 Best Green Companies (2010-2017).