



The Northwest Catholic Counseling Center

Serving all regardless of faith or finances

Development and Outreach Coordinator - Job Announcement

About the Position: Use your passion, creativity, and organizational skills to help make mental health care available to everyone, regardless of ability to pay! The Development and Outreach Coordinator serves a vital role in managing development, outreach, communication, and event support activities to ensure successful fundraising and friendraising efforts. The position works closely with the Executive Director to strengthen and support access to community mental healthcare.

About NCC: The Northwest Catholic Counseling Center (NCC) is a women-founded and led, family-friendly, warm and welcoming workplace. We are a completely independent nonprofit, community mental health center providing counseling and psycho-educational workshops to anyone, regardless of financial resources, faith, sexual orientation or identity, lived experience, or background. Rooted in social justice, NCC believes everyone has a right to quality health care and has a generous sliding scale ensuring no one is turned away because of an inability to pay. NCC is committed to these ideals and making them visible in daily operations.

Classification: Full-time, 40 hrs/week; some variation in schedule to meet demands of position; some evening and weekend work

Compensation: \$48,000-\$52,000 DOE, Exempt. Generous benefits valued at \$25K (\$15K pre-tax) including paid vacation, sick, holidays; 403(b) retirement with employer contribution; 100% employer paid medical and dental coverage; 100% employer paid short- and long-term disability insurance; paid license; in-house clinical supervision; mental health and education benefit.

Reports to: Executive Director

Type/Location: Hybrid/Northeast Portland, Oregon

Date Closing: Open until filled

Duties and Responsibilities:

1. Donor stewardship and management

- Assist Executive Director in creating and implementing donor stewardship strategies
- Communicate with donors around activities, education, or initiatives
- Process donations and prepare acknowledgement correspondence
- Manage fundraising platforms, including DonorPerfect, Give Lively, and Click & Pledge
- Create accurate reports of donations, pledges, gifts-in-kind, grants received, donor histories, etc.
- Maintain accurate foundation, corporation, and individual donor files and data in DonorPerfect.

2. Communications and Outreach

- Develop marketing strategies to communicate the activities and impact of NCC's work
- Write, design, and post compelling stories and digital content to social media platforms
- Create and manage marketing collateral materials, including newsletters, fact sheets, infographics, and annual reports using Canva or other tools
- Manage website content using WordPress

3. Support fundraising events

- Help lead planning and execution of one in-person fundraising event and support several smaller, donor-led events focused on raising resources and expanding supporter base

*A State Certified Counseling Agency
Donations are tax-deductible. Tax ID 93-1088962*

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- Organize and manage volunteer event committee
 - Assist in acquiring and tracking donated items
 - Coordinate and communicate with event sponsors, vendors, venues, and participants
4. Assist with grant proposals and reporting
 5. Assist with Board of Directors work in the areas of fundraising, outreach, and administration
 6. Provide general support to the Executive Director
 7. Assist with phone inquiries, client intakes, and client support, as needed

Qualifications and Skills:

1. 2-3 years of communication or fundraising work experience, preferably in a nonprofit
2. Motivated by a desire to address problems of social justice and community mental health
3. Bachelor's degree or commensurate experience or training
4. Ability to take initiative, be self-directed, and prioritize multiple tasks
5. Excellent oral, written, and presentation communication skills
6. Excellent organizational and administrative skills
7. Proficiency in Microsoft Office Suite, especially Microsoft Word and Excel
8. Proficiency in digital communication software including MailChimp, WordPress, Canva, Google Suite, Give Lively, or ability to learn new digital software.
9. Proficiency with donor management software, with preference to those with DonorPerfect experience
10. Proficiency in social media campaigns and outreach, including Facebook, Twitter, Instagram, and LinkedIn; experience with social media scheduling tools like Hootsuite a plus
11. Ability to manage time and meet deadlines
12. Ability to maintain confidentiality and ethical standards
13. Demonstrated ability to work both independently and in cooperation with others
14. Demonstrated competency in service excellence
15. Demonstrated commitment to open, collaborative, team-oriented, constructive work environment and interpersonal relationships
16. A comfort-level and understanding for people and families dealing with mental health concerns
17. Ability to sit, stand, bend, lift up to 20 pounds, talk, hear and sufficient mobility to run errands and get to local businesses
18. Ability to pass a criminal background check

Equity

NCC is committed to being an inclusive, welcoming, and diverse space and is committed to ending oppression. The Development and Outreach Coordinator will share these values and commitment. NCC does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, social economic status, or military status in any of its activities or operations. All are encouraged to apply.

Submit your chronological resume and a cover letter explaining:

1. Your experience in nonprofits, fundraising, or event support
2. Why this position is a great fit for you

Send to: Development and Outreach Coordinator - jobs@nwcounseling.org.