



Ronald McDonald Charities of Oregon and Southwest Washington (RMHC Oregon) is looking for a dedicated Development and Communications Coordinator that will provide administrative for fundraising activities, communications work, and customer service to key stakeholders, including staff, donors, event participants, vendors, and community members.

This is a regular, benefited, full-time, non-exempt hourly position working Monday through Friday. Salary range: \$42,000 - \$45,000. Weekends and evenings will be occasionally required. This position reports to the Sr. Director, Development and will primarily work from our East House at 2620 N. Commercial Avenue but will be required to be available at our South Waterfront House at 3410 SW Bond as needed. **Note: We are currently in modified operations due to COVID-19. Currently, all Development and Communication team members are working a hybrid schedule, requiring the ability to work from home.**

How to apply: Go to the following link, complete the brief application, and upload your cover letter and resume. If you need support, please email eric.brown@rmhcoregon.org.

Go to: [Ronald McDonald House Charities Application](#)

About You:

- You want to inspire your community to give back through supporting the Development and Communications team at RMHC.
- You are a people person that is friendly and compassionate with a knack for helping everyone to feel welcome. You are happy to lend a listening ear while ensuring that our home-like environment is safe, calm, and comfortable for all.
- You think on your feet and can adapt to a changing environment.
- You love being a part of and contributing to a high performing team.
- You are reliable and always do what you say you are going to do!
- You can see the bigger picture and work with a team, or by yourself, to meet your goals.
- You are committed to supporting a diverse work environment, helping foster a workplace in which individual differences are recognized, appreciated, and respected.

About Us:

- RMHC Oregon provides a "home away from home" for families with seriously ill children and supports initiatives to improve pediatric health. For more information on our mission, history, and programs, please visit www.RMHCOregon.org
- RMHC Oregon is committed to creating a diverse environment and is proud to be an equal opportunity employer. We are dedicated to being a place where a diverse mix of talented people want to do their best work. We recruit, employ, train, compensate, and promote regardless of race, religion, color, national origin, sex disability, age, veteran status, and other protected status as required by applicable law.
- We offer a competitive compensation and benefit package, including generous paid time off, flexible schedules, sabbatical program, paid time to volunteer in the community, and employer retirement contribution through an IRA.
- In 2020 we were voted the #4 in the Oregon Business Magazine's Top 100 nonprofits to work, having made this list for 12 years in a row.



Primary Duties and Responsibilities - Support the Development team under the direction of the Senior Director of Development, working closely with the development and communications team to ensure goals are met.

General Fundraising Support accounts for 20% of the workload.

- Manage info@rmhcoregon.org emails in a warm and professional manner and respond to messages in a timely fashion.
- Support donor acknowledgment efforts, serving as the conduit between development and administration for the general oversight of the process.
- Track major donor communications and recognition of support, as directed.
- Assist with CRM reports and data input, as needed.

Grants Management Support accounts for 30% of the workload.

- Research prospective grant opportunities and help maintain grants-related data.
- Assist with grant proof of performance reporting and information gathering for applications, as requested.

Event Support accounts for 40% of the workload.

- Provide an excellent customer service lens while working with groups and individuals to encourage fundraising, registration, and/or participation, as directed.
- Diligently ensure that all event sponsor assets are provided, and agreements fulfilled.
- Support event participant and volunteer engagement, including coordination of golf foursomes and assistance with Gala supporters.
- Coordinate charitable gaming logistics for all events (raffles, games of chance)
- Procure, track, and assist with the assembly of gala auction packages, as directed.

General Communications Support accounts for 10% of the workload.

- Support social media activities for @RMHCOregon channels.
- Coordinate with Director of Communications & Community Relations to produce mailing lists and other communications-related reports.

Other Duties and Responsibilities:

- Serve as a representative of RMHC at community events, as needed.
- Attend monthly staff and various department meetings, as needed.
- Other duties as assigned.

Skills Required:

- Ability to handle many, varied responsibilities daily and work effectively in a team-based environment.
- Possess strong organizational skills to operate in a fast-paced environment that requires the ability to develop and maintain timelines and provide direction to others (volunteers) quickly and succinctly.



- Flexibility and ability to work under pressure meeting sometimes conflicting deadlines, demonstrating good time management skills.
- Outgoing, self-directed, ability to problem solve.
- Strong attention to detail, including a high degree of accuracy.
- Ability to take direction well, both verbal and written
- Excellent communication skills, both verbal and written, with the ability to foster new relationships and steward existing relationships. Preference for experience with copywriting.
- Proficiency with Raisers Edge preferred

Supervisory Responsibilities:

May provide oversight of volunteers as needed.

Experience Required:

Minimum of two years' experience in the non-profit environment, specifically working with and understanding fundraising.

Work Environment:

Most work is conducted in a collaborative and dynamic office environment. Attendance at RMHC Oregon signature events may be required and such work may be indoors or outdoors, possibly in hot or wet weather. In conjunction with events, employee will be required to lift packages (up to approximately 40 pounds) and stand for long periods of time.