

JOB ANNOUNCEMENT

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Overview of Organization

Together We Are Greater Than (formerly "I Have a Dream" Oregon) is seeking applicants for the new full-time position of Annual Fund & Data Manager. This is a great opportunity to join a dynamic organization at a dynamic time! With recent rebranding and organizational independence, Greater Than is poised for expansion of our national cradle-to-career, collective impact demonstration project to benefit more schools and communities in Oregon and possibly beyond. Aggressive growth in major gifts is a critical element of our sustainable funding model, thus providing a tremendous opportunity for our Annual Fund & Data Manager.

The mission of Greater Than (GT) is to support and empower students from poverty-impacted communities to thrive in school, college and career. Working alongside parents, community partners and local school districts, Greater Than seeks to transform public education outcomes in Oregon for historically underserved students.

We believe equitable education is a right. We listen to students, teachers, administrators, families, and one another so that we may correctly advocate, promote opportunities, and remove barriers. We work alongside community partners and local school districts. We are flexible problem solvers who strive to create the conditions necessary to achieve equitable education for historically underserved students.

Our work centers around our Greater Than Initiative, a whole child/whole school model based at Alder Elementary School in the Rockwood community. The Greater Than Initiative (GTI) is a collective impact model that engages schools, nonprofits, and other partners in supporting student and family-led efforts to achieve educational equity. Rockwood is one of the most culturally and racially diverse neighborhoods of Multnomah County, a vibrant community poised for city reinvestment to address the unmet needs of families who call Rockwood home. Deeply impacted by poverty, gentrification, and Portland's housing crisis, Rockwood is a high opportunity community.

Over the years, Greater Than has collaborated with over 70 partners in aligning efforts that focus and promote the long-term development and success of the whole child and community. In the Reynolds School District, we follow students from Alder through Reynolds and H.B. Lee Middle Schools, Reynolds High School and post-secondary education. 84% of these students are children of color and many are bi-lingual, with over 50 languages represented. For more information, please visit www.togethergreater.org.

Goals and Beliefs

Our ultimate goal is that all students obtain a living wage job. We also spur systemic change in poverty-impacted communities by creating innovative, systemic approaches to remove barriers and create opportunities for educational success and by leveraging our whole school model as a demonstration project from which others can learn.

We believe that all children start out curious, creative and full of potential. We believe that families wake up every day and do their very best to support their children.

Equity Statement

We believe that cultural, institutional, and individual racism creates disparities and barriers that are neither fair nor equitable.

We are committed to advancing racial equity as a foundational element of all aspects of our work and with all of our stakeholders. In addition to racism, we recognize that ALL other forms of bias must also be addressed in order to create a more just and equitable society.

We remain steadfast in our commitment to comprehensive community partnerships to help close the racialized achievement gap in our schools and colleges. We strive to create a truly equitable organization: *one where students, families, and communities are welcomed and supported, where their faces, voices, and experiences are reflected and valued.*

We listen and respond with great care and intentionality to the students and families with whom we partner. We consistently analyze our organizational commitment to equity and inclusion as expressed through our policies and practices, our workforce and board composition, and engagement of students and families as central guiders of our work. We are committed to collaborating with other organizations towards advancing equity for all.

Annual Fund & Data Manager Responsibilities

The Annual Fund & Data Manager is a highly motivated fundraiser who is responsible for leading annual giving programs and managing the donor database. This position is responsible for planning and executing an increase in the number and size of gifts at the \$1,000-level or below. This position is also responsible for the effective management and execution of donor-related data entry, data system management, and data reporting for our donor database, in support of both our annual gift and major gift operations. The Manager works with the President and CEO, and closely collaborates with our Major Gifts Officer, our Gifts & Grants Manager, and our events team and Impact (program) teams. This position is critical to accomplishing GT's strategic goal of increasing unrestricted funding while continuing to grow our efforts to diversify our donor base, fulfilling both annual and long-term income.

goals.

Annual Fund:

- Create and manage a multidimensional annual giving appeal campaign that utilizes a variety of mediums (e.g., electronic solicitation, direct mail appeals, face-to-face solicitations) to communicate with potential and current annual fund level donors.
- Identify, qualify, cultivate, solicit, and steward assigned pool of managed prospects.
- Utilize donor database to track visits, produce contact notes, and conduct appropriate constituent follow-up within two weeks.
- Create donor appeals and related donor-oriented marketing materials using organizational templates.
- Provide leadership and collaborate closely with events team and events consultant to ensure maximum outcomes from annual come-one, come-all, annual fund-oriented "Rise" event each spring.
- Collaborate closely with Major Gifts Officer to attract both annual and major gift prospects to house parties and assist in house party coordination.
- Provide leadership and collaborate closely with Leadership Team, Impact Team and Development Team to create periodic newsletters oriented toward annual fund and major gift audiences and consistent with our commitment to racial equity.
- Maintain fundraising events calendar for the Greater Than team.
- Present regular updates on progress towards monthly goals at Development Team meetings and in one-on-ones.

Annual Fund-Related Communications:

- Manage and maintain organizational website, with great attention to our commitment to racial equity and with great attention to audiences of annual fund and major gift donors/prospects.
- Collaborate closely with Development and Impact Teams to steward production of donor-oriented organizational marketing materials using templates, again with great attention to our racial equity lens.

Donor Data Management:

- Oversee continuous improvement of donor data management systems and processes.
- Ensure fidelity in data entry and data reporting processes to maximize effectiveness of regular and targeted communication with donors/prospects.
- Execute data entry on all annual gift prospects and donors.
- Prepare donor lists from database for all mailings, electronic or paper
- Research and track constituent information through our database and internet services.

Additional Duties:

- Assist events team in planning and execution of major gift-oriented "Fall Forecast" event each fall.
- Other duties as assigned.

Education and Experience Required

- Significant successful experience in managing annual funds, related communications, and data management.
- 3-5 years relevant experience or formal education, an Undergraduate degree or a combination.
- Commitment to racial equity and inclusion, demonstrable experience furthering equity initiatives.
- Highly motivated fundraiser and self-starter.
- Detail oriented, excellent organizational, time management, and multi-tasking skills. Ability to bring a variety of initiatives to successful closure on deadline.
- Experience with fundraising events.
- Tech savvy and comfortable with a variety of software platforms and databases including Greater Giving, Abila, and Microsoft Office.
- Self-motivated, problem solver, flexible, quick learner.
- Strong written and oral communication skills.
- Demonstrated ability to work independently and on a team.
- Ability to maintain a high level of confidentiality.
- Ability to work flexible hours as needed.
- Reliable transportation, valid driver's license and personal insurance.
- Background and driving check required.

Preferred Qualifications/Characteristics

- Deep commitment to helping poverty-impacted students to succeed in schools and achieve economic independence.
- Comfortable working in a fast-paced small non-profit environment.
- Experience in social media, print media, web management and analytics.
- Comfortable with email newsletter interface (currently use Mailchimp), and video creation for social media plugs (currently use Vimeo).
- Basic knowledge of HTML.
- Knowledge of communication best practices and tactics, including AP Style and content marketing.

Salary and Benefits

- Compensation commensurate with experience between \$48,000 - \$58,000
- 100% employee premium paid for medical/dental/vision insurance
- Employer paid life, long- and short-term disability insurance
- Flexible Spending Benefit Plan and Employee Assistance Program
- Generous paid time off: 15 days of accrued vacation, 12 days of sick, 10 holidays and for the past several years, the CEO has gifted additional holidays. Extended weekend hours between Memorial Day and Labor Day
- Simple IRA retirement plan with employer matching program
- 1 month paid sabbatical after 5 years of continuous employment
- An organizational value of work/life balance with flexibility and remote work options
- Monthly cell phone stipend

To Apply:

Please send a cover letter and resume to Johanna Flores at: johannaf@togethergreater.org. Review of applications will January 15, 2020.

An Equal Opportunity Employer