



## ***Development Coordinator***

Location: Albany, Oregon  
Reports To: Development Director  
Status: Full-Time (Non-Exempt)

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At ABC House, our people are passionate about breaking the cycle of child abuse and neglect by supporting children as they find their voice, and helping children and families heal and thrive. Our core services include forensic medical exams and interviews to help identify child maltreatment, trauma counseling and family support services, and prevention and awareness education for the community. We envision a world in which every child has the opportunity to be happy, healthy and safe; parents and caregivers understand the impact of their actions on children; and our community actively and vocally stands up to child abuse and neglect. Join our team to help make a positive impact in a child's life today!

ABC House offers a culture of respect, teamwork, integrity and pride as well as competitive wages based on experience and a generous benefits package including 100% employer paid health insurance for the employee, including vision and dental.

### ***Primary Responsibilities***

The Development Coordinator is a key member of the ABC House development team. Primary duties include planning and executing ABC House fundraising events, volunteer recruitment and management, assistance with donor and event sponsor acquisition and retention, and community engagement. Duties include but are not limited to:

- ***Event Planning and Execution:***
  - In cooperation with Development Director, play a central role in the planning and execution of ABC House fundraising events.
  - Recruit and manage relationships with event sponsors and key event stakeholders.
  - Prepare and disseminate event sponsorship materials.
  - Recruit and supervise fundraising and event volunteers.
  - Conduct fundraising committee meetings, including notifications, materials preparation and minutes as needed.
  - Create event budget and monitor event revenue and expenses in cooperation with Accounting Assistant.
- ***Community Engagement:***
  - Represent ABC House at Chamber of Commerce and other networking events to identify and initiate interest from prospective sponsors and raise visibility of the organization.
  - In cooperation with Executive Director, conduct tours with current and prospective donors to further their relationship with ABC House.
  - Create content for the ABC House website, internet and social media presence.
  - Coordinate with Development Assistant to produce the ABC House quarterly newsletter, including planning the theme and acquiring content from staff and volunteers.
  - Together with the Development Director and Executive Director, cultivate and maintain good public relations through attendance at community events.
- ***Philanthropy and Donor Retention:***

- Oversee acknowledgement and appreciation activities for event sponsors and other donors as directed.
- Collaborate with the Dev. Director and Executive Director (ED) on donor solicitations and appeal mailings.
- With oversight from the Development Director, maintain a small portfolio of major donors for stewardship and further cultivation.
- *Other duties as assigned.*

### **Qualifications**

- Bachelor's degree preferred and a minimum of two years' experience working in relevant fundraising, event planning, sales or similar activities. Fundraising or sales experience strongly preferred.
- Excellent interpersonal skills (both in person and on the phone) and the ability to engage effectively with all types of people.
- Demonstrated experience in successful event planning.
- Ability to work evenings and weekend events as needed.
- Strong written and verbal communication skills.
- Solid computer skills, including experience with Microsoft Office suite and effective social media (e.g. Facebook, Twitter, Instagram) on behalf of an organization or company.
- Demonstrated integrity dealing with confidential information.
- Experience with customer relationship management databases preferred (e.g. Giftworks)
- Ability to meet deadlines and work gracefully in stressful situations
- Ability to lift and carry up to 25 pounds frequently.
- Licensed, insured driver with access to reliable transportation.

**Compensation:** Dependent upon experience. Excellent benefits package offered, including 100% employer-paid medical, dental and vision insurance for the employee, EAP program, paid holidays and a generous paid time off plan.

**To apply:** All qualified applicants interested in this position are encouraged to apply by emailing a resume, cover letter and list of three professional references to [hr@abchouse.org](mailto:hr@abchouse.org). Please include "Development Coordinator" in the subject line. Position will remain open until filled. No calls please.

ABC House is an equal opportunity employer committed to respectful, quality care to children and their non-offending family members from diverse racial, ethnic, religious, and nontraditional family forms. ABC House is a drug-free work place. Under the provisions of the Immigration and Reform Act of 1986, the candidate will be required to provide evidence of identity and eligibility for employment.