



**The National Sanctuary of Our Sorrowful Mother
Portland, Oregon USA**

**Development Coordinator
Core Requirements and Applications Instructions**

GENERAL DESCRIPTION

The Development Coordinator directs development activities in support of the operations and ministries of The Grotto.

PERFORMANCE RESPONSIBILITIES

- **Development/Fundraising.** Responsible for all aspects of donor cultivation, solicitation, recognition and retention. Oversee and manage donor database and gift acknowledgement process. Oversee multiple development efforts, conduct research, identify donor prospects and manage annual and special campaigns. Work with Executive Director and other stakeholders to develop and maintain key long-term relationships with active and prospective donors.
- **Communication.** Prepare and submit grant proposals, reports, and presentation materials. Collaborate with staff and other stakeholders to ensure consistent communication to donors, corporations, foundations, and other potential supporters of The Grotto. Provide reports and updates to Executive Director and Board of Directors as requested.

QUALIFICATIONS

- Bachelor's degree or equivalent experience required
- Working knowledge of all areas of fund development
- Persuasive written and verbal communication and the ability to express the case for support of The Grotto. Experience developing and presenting information to a wide variety of external groups and potential partners. Experience tracking and reporting on progress.
- Able to establish and maintain strong working relationships across The Grotto and partner nonprofit organizations. Effective at working with others to reach common goals and objectives. Desire and ability to deepen current donor relationships, reengage lapsed relationships and forge new relationships in support of The Grotto.
- Able to work independently in a roll-up-your-sleeves position within a small shop environment.

WORKING CONDITIONS

- Occasional hours outside of normal business hours for meetings and programs.
- Travel required. Must possess a motor vehicle, valid driver's license, and current personal vehicle insurance.

SALARY AND BENEFITS

- Budgeted salary for this position is \$55,000 - \$65,000; actual salary will depend on experience.
- Benefits package including health, dental, vision, disability and life insurance, holiday, sick and vacation pay.

HOW TO APPLY

Qualified candidates should submit the following materials to office@thegrotto.org

1. Cover letter explaining why you are interested in this position.
2. Resume
3. References will be contacted for finalists for the position.

You may also submit your application via U.S. mail to

The Grotto
Development Director Search
8840 NE Skidmore Street
P.O. Box 20008
Portland, Oregon 97294-0008

Position will remain open until September 5, 2021.