

**SISTERS
OF THE
ROAD**



Sisters of the Road is a nonprofit social justice organization in Portland's Old Town/Chinatown neighborhood working to create systemic change that will end poverty and homelessness. We work to build community one relationship at a time, with nonviolence and gentle personalism, believing everyone has a piece of the truth and that we are all more than the sum of our current situation or past experiences. We interrupt violence and oppression in all forms and Sisters of the Road is a safer place where everyone is welcome.

Job Description

Position: Major Gifts Officer

Classification: Non-exempt, 35 hrs Mon to Fri

Operating team: Fundraising

Wage: \$25.50 hr / \$46,410 a year

Benefits:

- Fully paid health insurance with alternative medicine benefits
- Dental and disability insurance
- Generous vacation leave: 3 wks (1st - 3rd year) 4 wks (4th year and onward)
- Sick leave (15 days/year)
- 31 days paid sabbatical after every three years of consecutive employment
- 11 paid holidays plus a birthday off
- Personal paid (3 days)/unpaid leave
- A 30-minute paid lunch time
- Civil disobedience leave up to 5 days per year
- Bereavement leave up to 5 days
- Paid jury duty leave
- Oregon Family Medical Leave after 6 months
- No payroll deduction for Paid Leave Oregon
- Non-profit Parking Permit when available

Position description:

The Major Gifts Coordinator is a results-oriented and donor-centered role responsible for growing and managing the major gifts program. Our fundraising efforts are rooted in community-centric fundraising. The primary purpose of this position is to build, support, and advance a strong donor base that fosters long-term engagement and financial investment in Sisters of the Road. The Major Gifts Coordinator reports directly to the Executive Director.

Primary tasks of the position:

- Manage a portfolio of 150+ individual gift prospects, with the aim of securing a minimum of \$1 million annually from donors who are capable of making gifts of a minimum of \$2,000+
- Create engagement strategies, donor presentations, and solicitation materials.
- Support the Executive Director and Board participation in fundraising.

- Manage fundraising campaigns and communications to prospective donors.
- Collaborate in creating and implementing fundraising campaigns and communications to recurring donors with the Annual Fundraising Coordinator.
- Contributes to a culture of inclusive donor stewardship, practices empathy and shows respect for donors at all levels.
- Co-manage accurate recording of communications with donors in LGL.
- Keeps abreast of current fundraising and public relations programs, practices, and procedures being used in the nonprofit sector.
- Informs potential contributors of special needs, and encourages individuals, corporations, and foundations to contribute to special funds through endowments, trusts, donations of gifts-in-kind, or bequests.

Grants

- Support the Annual Fundraising Coordinator with maintaining the grant calendar for tracking reporting deadlines, award dates, and other pertinent information.
- Support grant research, writing, and submissions.

Financial Management

- Create annual expense and revenue projections of the fundraising department.
- Co-create fundraising strategies to meet both short-term and long-term goals.
- Co-manage expense budget and actuals of fundraising expenses.
- Supervise and work with the bookkeeper and Fundraising Associate to ensure timely reconciliation between organizational CRM and QuickBooks on a monthly basis.

Required Skills and Experience

- 2+ years experience working in a fundraising environment implementing best practices, donor relations, and annual giving programs.
- Demonstrated success in implementing fundraising strategies that directly increased organizational revenue and resulted in five-figure donations or higher.
- Knowledge of best practices for annual giving, major gift programs, and planned giving
- Experience with fundraising budget building and monthly tracking.
- Able to identify problems, collect and analyze data, and think strategically while simultaneously managing multiple tasks and deadlines.
- Proficiency in CRM database software (Little Green Light), Microsoft Windows/Office, Google Suite/Drive, and online giving platforms.
- Demonstrated ability in building and sustaining relationships among donors and prospects.
- Highly organized and analytical with the ability to manage multiple projects simultaneously.
- The ability to work as a team player.
- Superior interpersonal, organizational, and written and verbal communication skills.

Sisters of the Road expects all employees to

- Learn and practice the philosophies of nonviolence, gentle personalism.
- Demonstrate commitment to racial justice and anti-oppression through fostering

understanding and refusing to perpetuate oppression.

- Commit to a community-organizing model and a systemic change approach.
- Build and maintain relationships with customers, staff, volunteers, service partners, neighbors and donors.
- Interrupt violence and provide incident support, as needed.
- Collaborate and share power, including listening and supporting others to create and implement solutions, as well as prioritizing confidentiality.
- Adhere to the personnel policies as defined in the personnel handbook.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Work Environment

This position works in occasionally noisy and busy environments and directly with staff, volunteers, contractors, donors, vendors, and other stakeholders. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. This position is based in an historic building that may experience fluctuations in hot and cold, dust, and other irritants and works out in a loft area without an elevator and including stairs. Sisters of the Road is committed to provide reasonable accommodations.