



Position Opening
Development & Communications Coordinator
(Application deadline is September 15, 2022)

WHAT THIS IS: The role of the Development & Communications Coordinator is to promote the mission and programs of WorldOregon, and to be part of the fundraising team that ensures these programs grow and evolve, receive strong community support, and are broadly accessible. The Coordinator is responsible for outgoing messaging to current and prospective constituencies both locally and statewide. The Coordinator will align all work with WorldOregon's diversity, equity, and inclusion goals in the strategic plan.

WHO YOU ARE: You are a great communicator and project manager with a strong background in fundraising and communications. You are curious and creative, and look forward to the opportunity to promote the mission and programs of WorldOregon through all forms of communication. Your enthusiasm for the mission will energize our donors and community partners. You enjoy spending a morning creating a project calendar with team members, and the afternoon crafting the compelling copy that will ensure that program's success. You listen for the great stories from high schoolers and international visitors, and appreciate feedback from our team when the draft is ready. You are a liaison between WorldOregon and the community, incorporating diversity, equity, and inclusion (DEI) in an intercultural setting (please see our DEI statement [here](#)).

WHO WE ARE: [WorldOregon](#), formerly known as the World Affairs Council of Oregon when it was founded in 1950, is a nonpartisan, nonprofit international affairs organization that connects the people of Oregon and SW Washington with the world. WorldOregon has 10 employees, many volunteers, and three main areas of activity: *Global Conversations* (3-6 public programs per month on global issues and ideas plus the nationally known International Speakers Series); *Global Classroom* (K-12 education programs and youth and teacher training); and the *International Visitor Program* (organizes short-term virtual and in-person visits for adult and youth emerging leaders from over 100 countries each year). WorldOregon is committed to being more diverse, equitable and inclusive and is working to genuinely and authentically connect the diversity of Oregon community members with the world. At this time, staff is working in the office two days per week, and having flexibility the rest of the week to work in the office or from home. The amount of time spent in the office may change as more in-person programs resume.

EQUAL OPPORTUNITY EMPLOYER: WorldOregon provides equal employment opportunities to all employees and applicants for employment of all abilities, ages, countries of origin, ethnicities, gender identities, nationalities, races, religions, and sexual identities and any other status protected under applicable federal, state, and local laws. We're committed to fostering a diverse, equitable, and inclusive workplace. We are most interested in finding the best candidate for the job, and we encourage you to apply, even if you do not believe you meet every one of the qualifications.

Position Summary/Mission: Manage and grow WorldOregon's membership and annual fundraising programs, and create dynamic communications that tell our stories to a broad community.

Title:	Development & Communications Coordinator
Type of Position:	Regular, full-time employee position (hourly up to 37.5 hours per week). Additional hours with pre-approval.
Hourly Rate:	\$21-23 per hour, depending on experience (Salary offers are determined in conjunction with an internal pay equity assessment.)
Benefits:	WorldOregon offers a competitive benefits package including medical/dental/vision insurance, holidays, sick leave, vacation, SIMPLE IRA, disability and life insurance, and TriMet.
Start Date:	November 15, 2022 (estimated)
Supervisor:	Susan Ehrman, Development Director

Responsibilities:

Development (60%):

Membership and Donors:

- Work closely with the Development Director to manage WorldOregon's current Membership program, including creative appeals to expand the membership base, encouraging current members to increase their giving, being responsive to member requests, and communicating regularly with individual members.
- Become well-versed in WorldOregon's database: enter gifts, send gift acknowledgements, track membership renewals, and run regular reports.
- Coordinate two annual donation campaigns, creating project timelines and creative storytelling, and promoting via print, email, and social media.
- Identify new benefits for members.

Annual Fundraiser:

- Work with Development Director to coordinate all aspects of WorldOregon's annual hybrid fundraiser, including logistics for the virtual and in-person watch parties and email/social media communications both within the organization's current constituencies and out in the community.

Donor Stewardship:

- Prepare and execute a creative annual donor stewardship plan.
- Plan and coordinate at least one donor thank you event each year.

Communications (35%):

Overall Communications:

- Ensure accuracy and consistency with all WorldOregon communications across departments and platforms, and identify ways to attract new audiences to existing programs.

Website:

- Regularly edit and update WorldOregon's website to ensure accuracy and accessibility, and create content, working with contractor for technical fixes as needed

E-Newsletter:

- Update the design of WorldOregon's weekly e-newsletter as needed via MailChimp, create and edit content, take photos, coordinate the content calendar, and review the analytics to make changes.

Social Media:

- Prepare and update a social media calendar via Hootsuite to include Facebook, LinkedIn, Instagram, TikTok, and Twitter.
- Prepare and edit all social media posts, and regularly review the analytics.

Organization-Wide Program Support (5%):

All team members are expected to allocate time throughout the year to support other programs or projects of WorldOregon, including but not limited to Global Conversations programs (including the International Speakers Series), Global Classroom trainings and projects, International Visitor Program meetings, and general administration.

Required skills and attributes:

- 2-4 years of experience in fundraising
- Excellent oral and written communication skills, including strong attention to detail
- Bachelor's degree or equivalent work experience
- Excellent time management and organizational skills
- Strong computer skills, including Microsoft Office Suite (Word, Excel, PowerPoint), Adobe Suite, MailChimp or equivalent (e-mail communications), Canva, and website editing.
- CRM experience (WorldOregon currently uses NationBuilder)
- Self-starter, team player with a strong work ethic
- Interest in international issues and commitment to the mission of WorldOregon

To apply, please do the following:

1. Write a cover letter explaining your interest in and qualifications for the Development & Communications Coordinator position.
2. Include a current resume with your letter.
Provide a list of three references, including a recent supervisor or someone familiar with your work. (WorldOregon will not contact references before discussing with you.)
3. Email materials to search@worldoregon.org