



Our Mission: To provide comprehensive support and advocacy for people with ALS and their families, while advancing research for new treatments and an end to ALS. ALS Northwest provides support and resources for people living with ALS, their families, and caregivers living in the State of Oregon and for six counties of southwest Washington. [www.ALSNorthwest.org](http://www.ALSNorthwest.org)

Development Coordinator: Portland, Oregon

Reports To: Development Director, Special Events & Corporate Relations

Job Status: Full-Time, Exempt Salary:

\$48,000 - \$52,000 annual gross

Benefits: Individual health, dental, vision, EAP, generous retirement match, long term and short-term disability benefits. 8 paid holidays, generous PTO package, parental leave, professional development and more.

Your Opportunity: ALS Northwest seeks a skilled Development Coordinator to manage peer-to-peer fundraising for organization's events including, but not limited to, Ski ALS Event, Walk ALS Event Series (6), Ride ALS Event, Drive Fore ALS, and Dinner Auction/Gala. This hands-on position is ideal for someone who will bring creativity, energy, and encouragement to event fundraisers.

Position Summary: Our Development Coordinator position provides the opportunity to grow, enhance, and coordinate event based fundraising initiatives. This position requires you to work in the office (10%) and/or out in the community 90% of the time.

Event Fundraising: (75% of position)

- Recruit and support past and potential event participants through regular face-to-face meetings.
- Provide hands-on support and coaching to event participants and assist them in developing and implementing their personal fundraising strategies including, but not limited to: social media, email or letter writing campaigns, and third-party fundraisers.
- Collaborate with the organization's Care Services team and attend monthly support groups to engage people living with ALS in fundraising events.
- Work with Development team to run reports, review data analytics, and develop strategic plan for implementation of all fundraising events and campaigns.
- Develop, track, and manage goals for each event based on attendance, fundraising, and awareness.

Event Coordination: (25% of position)

- Work to enhance the overall experience for participants in organization events – pre, day of, and post.
- Assist with the organization and coordinate logistic needs for events, including but not limited to in-kind donations, permitting, rentals, awards, etc.
- Writing marketing campaigns to advertise events
- Help recruit and lead volunteers for events and in-office support.
- Manage data input of offline donations and registrations, along with electronic event files and records.
- Any other duties assigned.

Requirements:

- Bachelor's degree and/or 1+ years of fundraising experience.
- Experience and comfort in an outward facing, interactive, position that requires candidates to be social with and encourage fundraisers throughout peer-to-peer fundraising.
- Experience in writing marketing campaigns.
- Ability to juggle multiple events, priorities, and fundraisers simultaneously.
- Proficient with MS Office Suite, and quick to learn new database and fundraising platforms.
- 1+ years' experience with donor database systems
- Able to walk, run, climb stairs and lift 40 pounds or more.
- Able to work some nights and weekends and use own vehicle for work travel. (Mileage is reimbursed.) Must travel, drive own vehicle, drive rental vehicles, and fly when needed for work purposes throughout all of Oregon, SW Washington, and out of state.

Interested candidates should submit a cover letter and resume to Holly Miller, Director of Development, [Holly.Miller@alsnorthwest.org](mailto:Holly.Miller@alsnorthwest.org). No phone calls, please.

*ALS Northwest is an equal opportunity employer and believes that each team member makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities outlined in a job description. Therefore, this job description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent nor the organization to just the work identified. It is our expectation that each team member will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.*