



Title: **Development & Planning Manager**
Department: Administration
Location: Portland, Oregon
Reports to: Executive Director

JOB SUMMARY:

The Planning & Development Manager is a vital member of the Management Team of PACS who supports PACS's mission to follow Christ's example to nourish the mind, body, and spirit while fostering dignity among those we serve. In particular, the Planning & Development Manager will apply these principles by supporting the strategic and operational objectives of the organization. To excel in this role, a successful applicant should have excellent oral communication skills, intuitive listening, the ability to implement fundraising strategies, coordinate with crucial players, attention to detail, and have excellent follow-through. These characteristics are critical to obtaining successful results in these significant areas of responsibility. This position works independently and sometimes with a small team where goals are accomplished by working with and through volunteers, staff, and community partners. The individual filling this role should be results-oriented, self-motivated to achieve program goals, capable of meeting deadlines, and an excellent planner.

HOURLY RATE & STATUS

- 40-hours per week / \$67k Salary; exempt
- Medical, dental, vision, & 401k benefits
- Flexible work environment; partial remote work available

HOW TO APPLY

To be considered for this position, submit a resume and cover letter describing your qualifications and interest in this position to jobs@pacsonline.org

OPEN UNTIL FILLED: Applications will be considered immediately, and the position is open until filled.

ROLES & RESPONSIBILITIES

Development Management

- Supports executive leadership to develop annual fundraising objectives, monetary targets, and budget forecasts
- Produces annual fundraising plan with program development and financial goals – fundraising strategies include, but is not limited to direct mail, newsletters, events, major gifts, grant writing and employee giving partnerships
- Oversees planning and implementation of annual fundraising plan, including supervision of marketing & communication staff and contractors
- Makes individual and team appointments as necessary to achieve position related goals
- In collaboration with the Quality Management Director, maintains and updates fundraising policies and procedures as necessary

Donor Relations

- Manages donor database and works to optimize and maximize donor database capabilities
- Produces regular and ad-hoc reports and analyses of current and potential financial donors including corporations, foundations, and individuals
- Responsible for donor gift and grant processing, including circulation of daily receipt reports to key administrative leadership
- Responsible for the consistent and timely recognition of all donor gifts and grants
- Research potential donor and grant funding sources, produces opportunity briefings, supports prioritization with the executive leadership, and documents go/no-go decisions to pursue prioritized opportunities
- Accomplish direct engagement with PACS Donors to foster strong relationships, including face to face, telephone and email outreach strategies

Grant Management

- Maintains and improves on the grant calendar, and coordinates planning efforts to submit grant proposals and reports timely
- Collects program and service data for grant proposals and reports
- Works with program staff and executive leadership to develop grant reports, and submits reports to funders

Public Relations

- Educate administrative staff and volunteers on community engagement strategies and requests for philanthropic support
- Coordinates the production of fundraising promotion materials such as brochures and sponsorship packets
- Plans, supports, and participates in organized tours; and can tell the PACS mission story
- Responsible for development and distribution of press releases regarding events that might be of interest to the media

- Identify and pursue partnerships and collaborative fundraising efforts with community partners and organizations

REQUIRED QUALIFICATIONS & EXPERIENCE

- Bachelors degree and 3+ years experience in fundraising, marketing and/or communications (5 years experience in lieu of Bachelors degree)
- Professional experience in fundraising, marketing, and/or communications
- Knowledge or experience working with Customer Relationship Management (CRM) systems or fundraising databases, including the compilation and generation of relevant reports
- Time management and strategies for prioritizing and organizing work
- Knowledge of non-profit organizational workflow operations
- Knowledge in techniques that favor charitable giving

PREFERRED EXPERIENCE

- Experience working in or with non-profit organizations preferred
- Demonstrated experience fostering strong relationships with community partners
- Grant writing

PHYSICAL REQUIREMENTS

- Extended periods of sitting at a desk
- Extended periods of working on a computer
- Ability to drive to appointments as needed

APPLICATION ACKNOWLEDGMENT

Candidates applying for this role need to be aware that they are applying for a position under the umbrella of the Seventh-Day Adventist Church, and that the parameters of this parent organization will influence the scope and nature of the work performed and produced by this role.

Portland Adventist Community Services (PACS) is an equal opportunity employer and does not discriminate against qualified applicants or employees on account of race, color, sex, (including pregnancy, childbirth, and pregnancy-related conditions), age national origin, marital status, physical or mental disability, or other protected categories under Oregon laws, regulations or local ordinances.