



Over thirty years strong, Oregon Tradeswomen promotes success for women in the trades through education, leadership, and mentorship. We were founded in 1989 on the principles that women deserve and can attain economic self-sufficiency by pursuing careers in the construction, manufacturing, mechanical, and utility trades while helping and encouraging the trades industry to build a diverse workforce.

OTW is a vibrant, supportive, and collaborative workplace with a great team that works hard and has fun doing meaningful work we believe in. We have immense pride our impact in the community in changing the face of the trades. Our organization values empowerment, equity, community, excellence, and respect, and actively fosters growth for our staff, and community of tradeswomen.

Mission: Oregon Tradeswomen helps to transform lives by building community and economic independence through *empowerment, training, career education, advocacy, and leadership development* in the skilled trades.

Job Title: **Development Manager**

Reports to: Deputy Director

Salary range: \$60,000 - \$70,000

The **Development Manager** supports the overall success of Oregon Tradeswomen’s development plan. This includes, but is not limited to, donor cultivation and stewardship, event planning, grant support, database management, and other tasks as required. This is a growth position where we are committed to providing professional development opportunities. The position requires collaboration with all teams across the organization to support the agency mission and the goals of the organization’s strategic plan. The ideal candidate will be self-motivated and organized with a strong ability to prioritize tasks. They will have excellent interpersonal skills, the ability to take initiative, work independently, and meet deadlines.

General Development; Individual Donors & Industry Support

- Execute annual appeals to both individuals and industry to meet fundraising goals. Track results and expenses analyze data and work with Development Director to adjust for future appeals.
- Assist Development team in pipeline management of donors.
- Coordinate with Finance team in regular donation record reconciliation.
- Ensure proper coding, tracking, and recognition of gifts; updating letters and collateral materials; and maintaining files of gift records in the NEON database.
- Coordinate invoicing of Sponsors and other partners with Finance team.
- Manage in-kind donations, including related data entry, acknowledgments etc. supplying documentation to Finance team.
- Coordinate online giving procedures and systems, including coordinating vendor accounts with GreaterGiving, mobile donation devices, and other online giving applications as implemented.
- Prepare donor or funder packets for site visits, meetings with donors, etc.

Event Coordination

- Coordinate and manage event volunteers.
- Manage timeline and tasks.
- Coordinate logistics, food, and vendor interface.

- Coordinate reservation management and tracking, form creation and reporting in NEON database.
- Coordinate event surveys.
- Manage silent auction for gala.
- Coordinate donor recognition.

Database Management

- Plan and execute ongoing training of staff to support their usage of Neon.
- Maintain and manage comprehensive donor records in our NEON database.
- Manage recurring development reports to support tracking of strategic plan initiatives and Board reporting.
- Regular database entry of gifts, event data etc.
- Support individual staff questions for programmatic usage
- Execute regular checks of duplicate records and general data cleanliness
- Help staff learn to set up ongoing reports for individual team strategic plan measurement

Grant Proposals, Coordination and Reporting

- Support grant calendar for submission deadlines and funding priorities.
- Maintain grant performance outcome tracking.
- Work with Development team and Program Staff to compose grant narratives and reports.
- Coordinate foundation prospect research.
- Ensure that all pertinent grant information is up to date in Neon and on the agency server.
- Support Executive Director with preparation, reporting, and tracking of government grants.
- Support tracking grant performance outcomes in coordination with program staff.

Other Duties:

- Be prepared for and attend regular team and staff meetings, professional development, and organizational events.
- General record keeping including timesheets, expense reports, mileage reports, etc.
- Occasional out of town travel required.
- Other duties as assigned by the Deputy Director.

Minimum Qualifications:

- Proven fundraising support experience.
- Excellent computer skills, including experience with Word and Excel, and experience with mail merges.
- Database management experience
- Ability to meet deadlines, prioritize tasks, and manage time.
- Effective written and oral communication.
- Excellent skills in performing administrative support functions requiring independent judgment, decision making, and problem resolution.
- Excellent interpersonal and professional skills with an ability to interface with a variety of donors, community organizations, funders, and industry partners.
- Experience working on multiple projects simultaneously, successfully prioritizing tasks.
- Able to work collaboratively with a team.
- High attention to detail
- Strong analytical skills.
- Flexibility and ability to thrive in a high-energy work environment
- Ability to develop creative solutions that meet the requirements of the team
- Demonstrated commitment to women's empowerment and racial justice.

Preferred Qualifications:

- Knowledge of construction industry, registered apprenticeship, and workforce development
- Knowledge of Neon database system
- Virtual event coordination experience
- Donor cultivation and stewardship experience

Salary & Benefits:

This is a full-time, salaried position requiring occasional evening and weekend availability. Ability to efficiently travel within the Greater Portland Metro required; may periodically be called upon for statewide or national travel. A comprehensive benefits package is offered for employees. Details are outlined in the “Collective Bargaining Agreement Between Oregon Tradeswomen, INC And The International Association of Machinists and Aerospace Workers District Lodge W24 – Local Lodge 63 AFL-CIO.”

Application Instructions:

Along with your resume, please submit a cover letter articulating your professional qualifications for this position and your fit with OTW’s mission to Info@OregonTradeswomen.org. Women and people of color are encouraged to apply. Position is open until filled.