POSITION: Fundraising and Database Associate
WAGE: $38,000 - $42,000
LOCATION: Main Office – 10301 NE Glisan St. Portland, OR 97220
APPLY AT: www.irco.org
STATUS: Full Time with Benefits
SCHEDULE: Monday–Friday, 8:30am – 5:00pm with additional hours as needed
PROGRAM(S): Fund Development
OPENING DATE: February 20, 2020
CLOSING DATE: Open until filled
LANGUAGE: English required – Bilingual preferred

GENERAL POSITION SUMMARY:
The role of the Fundraising and Database Associate is to work with the Director of Development & Communication and Fundraising Team, as well as other staff and leadership to plan, accomplish, and assess specific measurable goals defined by the annual agency-wide Fundraising Plan.

ESSENTIAL FUNCTIONS:
- Work with Director of Development & Communication and Fundraising Team to plan and implement IRCO’s fundraising plans; play a supporting role in the execution of specific campaigns with measurable goals
- Process incoming donations and related materials daily and troubleshoot/follow up on questions related to fiscal and donation processing
- Utilize donor database software to create and maintain donor contact and gift information and provide timely reports on campaigns, events, and donors
- Create and send donor acknowledgements and gift receipts through the donor database software
- Support Fundraising Team in the use of fundraising software (such as Network for Good and Greater Giving), assist with data procedures, create custom reports for assigned campaigns, run event systems (auction, ticketing, registration, etc.), and provide input on campaign tracking best practices
- Collaborate with Communications Team to anticipate need, monitor stock volume, order and distribute fundraising materials
- Develop, monitor and provide relevant and timely data for fundraising and budget reports as requested
- Provide administrative support for Fundraising Team, including projects, meetings, and activities such as scheduling, assisting with planning activities/logistics, creating/providing materials, communicating with team members and other parties
- Work with the Development and Fiscal Departments to maintain and enhance
fiscal/fundraising policies and processes

- Provide back up support to Development Team for duties as assigned

SECONDARY FUNCTIONS:

- Serve as the direct contact to donors with in-kind donations; keep in communication and update in-kind donation lists that reflect the needs of the program coordinators; manage distribution of in-kind donations to programs and maintain documentation
- Participate in staff meetings, trainings, and committees to support IRCO’s goals and objectives

JOB SPECIFIC QUALIFICATIONS:
Minimum 3 years of experience in a nonprofit environment (e.g. donor database management, fundraising, event planning, volunteer management, and/or related field)

KNOWLEDGE:

**Education:** Bachelor’s Degree (4)

**Experience:** 3-4 years of experience is required (4)

**Licensure, Certification:** N/A

**Additional Language Required:** N/A

**Computers:** All positions at IRCO require use of a computer and experience working with Microsoft Products including but not limited to Microsoft 365, Excel, Word, Outlook and PowerPoint. In addition, this position specifically requires: Ability to talk on the phone and/or use computer for long periods; able to use basic office equipment including computer, telephone, copy machine, fax machine, and office supplies. Must have strong computer skills and proficiency in many Microsoft Office programs, graphics, and related software. Must perform basic math (add, subtract, multiply and divide), perform basic programming (database setup, setting system defaults, some software modification) with ability to use independent judgment. Preference is for someone with knowledge/experience in fundraising software (e.g. Greater Giving, Network For Good).

**SKILLS:**

**Communication:**
Regular communication inside and outside the organization to exchange ideas and gather information (5)

**Creativity:**
Regular need for redesign of a single focus process or procedure is needed (3)

**EFFORT:**

**Mental:**
There is regular variation in tasks and the job holder must decide which tasks to complete as well as the order in which tasks are completed (3)
**Physical:**
Positions at this level require minimal physical effort such as light lifting, carrying or movement, etc. Physical capability involves use of office or equipment where some agility and hand eye coordination is needed (2)

**Responsibility:**

**Impact and Influence:**
Positions at this level have a some need or ability to analyze problem or concepts or make decisions on the information. Positions at this level have some impact to and influence on organization operations, programs, expense or budgetary outcomes. (3)

**Work Independence:**
Positions at this level are expected to handle regularly assigned work which includes making decisions and taking action under limited supervision. New or unusual work is performed with a moderate degree of supervision, assistance, and review. (3)

**Planning:**
Positions at this level must consider own work and work of others. Planning processes will include determination of issues or obstacles and preferred courses of action. Ability to forecast for the near future (six to twelve months) is required (3)

**Supervision:**
Positions at this level are not responsible for any supervisory functions or responsibilities, but may occasionally be asked to orient and/or train new employees or volunteers. (1)

**Working Conditions:**

**Environment:** This position works primarily in an office environment, but may be required to work in the field.
This level has a work environment that is well protected, with virtually no hazards or obstacles. There is very little element of personal risk or hazard. Job conditions are stable, usually well managed, and very comfortable. (1)

**Schedule:**
The work schedule is mostly stable and does not fluctuate without prior notice. (2)
HOW TO APPLY:
Applications are accessible on the IRCO website, [www.irco.org](http://www.irco.org) or IRCO’s main office, 10301 NE Glisan, Portland, OR 97220, 503-234-1541. Attach resume and cover letter to IRCO application form. This position requires the completion of an IRCO application. Materials submitted without a completed application are considered incomplete and will not be considered. Due to the high volume of applications received, we will not be able to contact each applicant or return calls regarding the status of your application.

ABOUT IRCO:
The Immigrant and Refugee Community Organization (IRCO) is a non-profit organization established in 1976 to serve immigrants, refugees, and the broader community in Portland, Oregon. Our mission is to promote the integration of refugees, immigrants, and the community at large into a self-sufficient, healthy, and inclusive multiethnic society. Find out more at [www.irco.org](http://www.irco.org).

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