



Blanchet House of Hospitality

Serving our housing & food insecure communities

Job Description: Development Coordinator

Starting Salary \$22 -23/hour

Non-exempt, overtime eligible

Monday – Friday schedule

This position requires some on-site work, moderate hybrid schedule possible

Department: Development

Reports To: Development Manager

BLANCHET HOUSE IS:

Founded in 1952, Blanchet House of Hospitality is a nonprofit social service agency whose mission is to feed, shelter, and aid those in need of compassionate, supportive restoration. In addition to serving three meals per day, six days a week at our Old Town, Portland location, Blanchet House shelters and assists homeless men in their transformation to self-sufficiency. We also operate Blanchet Farm, a 62-acre working farm in Yamhill County where men participate in 12-step/peer support recovery. Blanchet House of Hospitality takes pride in providing a safe, healthy, and respectful environment for all in our community.

OUR VALUES:

Hospitality We welcome everyone into our home with kindness and compassion.

Dignity We respect the inherent value of everyone inside and outside our organization.

Hope We foster optimism and the belief that good things can happen when we work together.

Integrity We are honest, reliable, and trustworthy.

Community We build relationships and strive toward common goals.

Authenticity We honor everyone's right to be their unique self.

OUR PROFESSIONAL COMMUNITY:

Blanchet House staff members recognize that participating in a professional community and contributing to the organization's wellbeing are important elements of their relationship to Blanchet House. Staff members take active roles in Blanchet House's professional and programmatic culture in a variety of ways in addition to their essential responsibilities. They advance the Blanchet House Mission, our core values, and our commitment to be a house of hospitality.

Blanchet House staff members represent Blanchet House with distinction, acting with the highest degree of professionalism and integrity. They value compassion and respect for the dignity of others in their work; and they promote the safe, healthy, and friendly experiences of all Blanchet House community members. They respect and maintain appropriate personal and professional boundaries.

Blanchet House staff members develop and promote professional, collaborative, and collegial relationships to the benefit of one another, our organization, and the communities we serve. Staff members exhibit a growth mindset about best practices and work toward professional goals and growth. This requires interacting effectively with people from different cultures and with different perspectives and experiences. They learn from and build on diverse cultural and community perspectives and experiences. They are open to learning how unconscious bias may affect how we interact with individuals representing a variety of cultural, ethnic, language and life experiences.

**POSITION SUMMARY:**

As a member of the Development Team, the Development Coordinator supports Blanchet House's development and fundraising efforts by performing a variety of essential tasks involving project management, data management, donor relations, prospect research, and work that supports the organization's strategic communications.

ESSENTIAL RESPONSIBILITIES:

- Supports fundraising events and projects, including the annual Blanchet House Lend a Helping Hand Brunch, ongoing and special campaigns, and donor engagement events.
- Responds to donor questions about giving history and supporting Blanchet House.
- Serves as Database Manager and promotes overall data integrity, reports, gift and demographic data entry, and overall system usage; utilizes database systems to track donations and create acknowledgments.
- Executes the gift entry process, which includes accurately recording pledges and gifts, preparing matching gift submissions, preparing and mailing acknowledgement and pledge reminder documentation, producing monthly gift reports, updating and correcting donor contact records, recording and processing banking deposits, and supporting marketing department efforts to track donation origin and evaluate return on investment.
- Coordinates with the Office & Operations Manager to ensure that deposits are prepared regularly and that required bookkeeping reports are produced monthly.
- Uses the database to track foundation and corporate grants, recording application materials, deadlines, payment schedules, and required reports.
- Produces necessary reports, mailing lists, and donor lists as scheduled and as requested.
- Produces reports and donor lists for financial reports and projects, including annual 990 filings and financial audits, the Annual Report, and year-end giving acknowledgment and documentation.
- Record and track stewardship plans and moves for prospective and current donors.
- Collaborates with Development Team to conduct prospect research and wealth on current and prospective donors with the goal of creating a donor profile.
- Supports and initiates process and tool improvements within their scope of work.
- Assists with scheduling donor meetings and briefings.
- Supports the creation of key print and digital donor communications.

GENERAL RESPONSIBILITIES:

Blanchet House staff members recognize that participating in a professional community and contributing to the organization's wellbeing are important elements of their relationship to Blanchet House. Staff members are expected to take active roles in Blanchet House's professional and programmatic culture in a variety of ways in addition to their essential responsibilities. Blanchet House staff members:

- Advance the Blanchet House Mission and Core Values; our commitment to DEIJ principles and action; and our services as a house of hospitality to those in need. Blanchet House staff members represent Blanchet House with distinction, acting with the highest degree of professionalism, integrity, and confidentiality. They value compassion and respect for the dignity of others in their work; and they promote the safe, healthy, and friendly experiences of all Blanchet House community members. This includes helping to maintain Blanchet House policies, procedures, and expectations.
- Develop and promote professional, collaborative, and collegial relationships to the benefit of Blanchet House and the communities we serve. This requires interacting effectively with people from different cultures and with different perspectives and experiences. Blanchet House staff members participate in staff and committee meetings, Blanchet House's culture and community, and the day-to-day services of the organization.

- Exhibit a growth mindset about best practices and work toward professional goals and development. Learn from and build on diverse cultural and community perspectives and experiences. Complete all assignments in a timely manner as requested by supervisor.



SUPERVISORY RESPONSIBILITIES:

None.

OUR BENEFITS:

Eligible benefits include: health/dental/vision coverage for the employee; participation in a Simple IRA program with employer match; free parking and meals; cell phone stipend; a work anniversary bonus; and generous Paid Time Off and paid holiday calendar.

OUR ENVIRONMENT:

As a human services agency, Blanchet House provides essential services in response to the COVID-19 crisis in our community. Employees are expected to follow the organization's COVID-19 protocols and to take all necessary, mandated, and recommended precautions to keep themselves and others in our community safe and healthy. Because our clients often suffer from serious chronic health conditions, COVID-19 vaccinations are required.

Many Blanchet House clients experience physical and/or mental health disabilities, mental health and/or addiction crisis, and trauma. Employees must be able to work in this environment safely and successfully and with marginalized, vulnerable community members.

PHYSICAL REQUIREMENTS:

Physical requirements are consistent with physical duties required of general office work and management of donations, including lifting/transport of items weighing up to 30 pounds.

Background check, drug screen, and proof of authorization to work in the U.S. required prior to hire.

Interested applicants should send a cover letter and resume to careers@blanchethouse.org.

No phone calls please.

Blanchet House of Hospitality is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, religion, color, sex, pregnancy), national origin, disability, age, gender identification, sexual orientation, genetic information, or any other status protected under applicable federal, state, or local law. Our policy reflects and affirms Blanchet House of Hospitality's commitment to the principles of fair employment and the elimination of all discriminatory practices.