



## **Blanchet House of Hospitality**

**Serving our housing & food insecure communities**

---

### **Job Description: Capital Campaign & Individual Gifts Officer**

Reports to: Director of Strategic Initiatives

Supervisory Responsibilities: NONE

Exempt, Full-time Position

Starting \$75,000 – 40 hours per week

Remote work position

#### **BLANCHET HOUSE IS:**

Founded in 1952, Blanchet House 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 downtown 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 everyone 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.

#### **ABOUT THE ROLE:**

Blanchet House and Farm is in the silent phase of a capital campaign to fund two significant projects: a transitional housing program for women and renovation of our Blanchet Farm housing and program facilities in Carlton, OR. We are seeking a campaign and individual gifts manager to lead day-to-day efforts in managing donor stewardship calendars for staff and capital campaign committee members, gift tracking, foundation grant research and grant writing support. In this role you will be strengthening donor relationships and soliciting expanded support for both our capital campaign projects and current operations. A competitive candidate will have a background in project, program, and/or campaign management, a track record of donor engagement and making successful asks, and a sound understanding of the elements of a successful multi-million dollar capital campaign. Some event planning experience to manage donor stewardship, ground-breaking, and recognition events is desirable. Knowledge of basic planned giving principles and how they work within a growing annual giving campaign.



#### **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.

#### **YOUR STRENGTHS:**

- Able to work with leadership team to prioritize donor asks, maintain stewardship calendars, set deadlines, and hold staff, board, and committee members accountable for their donor and foundation portfolios.
- Able to form trusted relationships with donors, listening to their philanthropic wishes and matching them to giving opportunities.
- Able to work effectively in a remote environment.
- Have experience with Planned Giving and/or a desire to learn.
- Experience with local philanthropic foundations and community desirable.
- Exceptional research skills.
- Capable of keeping sensitive, personal, and confidential information private.
- Exceptional listening and coping skills.
- Cultural competence, to understand and value unique perspectives, experiences, and histories of others.
- Flexible and collaborative with an ability reach consensus respect differing points of view.
- Exercise sound independent judgment and initiate/complete tasks with minimal supervision.
- Organization and time management, to prioritize and work on multiple projects to completion.
- Able to solve problems and navigate challenges successfully.
- Exceptional written and verbal communication skills.
- Excellent attention to detail and the need for precision and diligence in your work.
- Strong sense of responsibility, commitment, and follow through. You are reliable.
- Excellent interpersonal skills including exhibiting a positive, supportive, and friendly attitude.
- Willing to learn new things and keep an open mind.



## **THE POSITION**

### **DAY-TO-DAY:**

- Prioritize donor and foundation stewardship and oversee leadership cultivation schedule.
- Hold accountable campaign committee by soliciting updates, setting deadlines, and helping assign portfolios.
- Oversee the pledge and gift processing and receipting admin
- Research donor and foundation historical and current giving priorities and capacity with donor search and other online resources.
- Promote a unified and effective campaign strategy by collaborating with other campaign, development, and marketing/communications staff members.
- Support campaign efforts involving the Board of Directors and other key organization stakeholders.
- Complete all assignments in a timely manner as requested.
- Attend regular Zoom or Teams meetings.

### **BIG PICTURE OPERATIONS:**

- Provides department leadership and effective problem solving.
- Collaborates with the Executive Director, the Director of Strategic Initiatives-Fundraising, the Director of Programs/Asst. Executive Director, and other staff members on strategic initiatives and developing beneficial partnerships within the community.
- Collaborates with Blanchet House leadership and staff members on the advancement of Blanchet House's mission and profile in the donor community.
- Participates in Blanchet House's culture and community, and its day-to-day services.
- Helps maintain Blanchet House policies, procedures, and expectations.
- Supports Blanchet House sustainability efforts, including our commitment to zero-food waste.
- Attends staff and committee meetings and trainings, which may occur outside regular hours. This time is compensated and overtime eligible.

### **QUALIFICATIONS:**

- 5 years of project, program, or campaign management experience.
- Working knowledge of nonprofit fundraising and donor cultivation.
- Working understanding of the elements of a capital campaign.
- Strong project management, time management, and organizational skills, including the ability to set priorities and the ability to improve on existing processes/systems.
- Extensive experience managing multi-faceted projects and juggling varied tasks simultaneously.
- Event planning experience.
- Local and national foundation experience preferred.
- Strong written, digital, and verbal communications skills .
- Experience motivating and providing direction to management or leadership teams.
- Advanced level skills in Microsoft Office Suite including Word and Excel, and Teams Experience with G suite helpful.

**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 for on-site employees.

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

**PHYSICAL DEMANDS:**

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.

**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 on-site; cell phone stipend; a work anniversary bonus; and generous Paid Time Off/Holiday calendar.

Background check 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](mailto: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.*