



Blanchet House of Hospitality

Serving our housing & food insecure communities

Job Description: Director of Strategic Initiatives - Fundraising

Starting Salary \$90,000

Full time, exempt; on-site position

Evening and weekend responsibilities as necessary

Reports to: Executive Director

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 is seeking its next fundraising and project development professional to build on its tremendous success for the benefit of the community. This is an extraordinary opportunity to join a leading Portland nonprofit with a mission to alleviate suffering caused by housing and food insecurity. For many fundraising professionals, this role will offer the rare chance to inspire the public phase of a \$9 million capital campaign. The Building Pathways Home Campaign will raise funds to construct a new state-of-the-art facility at Blanchet Farm as a place for hope and healing for decades to come. If you're passionate about making a difference and finding unexplored areas for growth please apply.

The Director of Strategic Initiatives-Fundraising joins with the Executive Director and leads the development team to identify and drive fundraising initiatives and campaigns in furtherance of Blanchet House's mission and services. The Director of Strategic Initiatives oversees these efforts, coordinating multiple projects simultaneously and ensuring project goals, success factors, project plans, budgets, and schedules are established and met. This staff member successfully cultivates and maintains relationships with external supporters and donors, consultants, and campaign stakeholders, including Blanchet



House's Board of Directors and Emeritus Board. The Director monitors and measures campaign progress, and highlights when corrective action is necessary to successfully achieve project goals. They translate data and findings for a broad range of audiences. They maintain a high degree of collaboration across the organization, keeping leadership apprised of potential issues, concerns, and opportunities.

OUR PROFESSIONAL COMMUNITY:

Blanchet House staff members foster a professional community and contribute to the organization's wellbeing. Staff members take active roles in Blanchet House's community and 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 act 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 support 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 professional goals and growth. They respect and work 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, direct, and serve others experiencing complex issues with compassion and respect for their inherent dignity.
- Able to work effectively in a trauma-informed environment and with individuals in a recovery and self-improvement program.
- Cultural competence - to understand and value clients' unique perspectives, experiences, and histories.
- Exceptional listening and coping skills.
- Flexible and collaborative with an ability to reach consensus and respect differing points of view.
- Able to exercise sound independent judgment and initiate/complete tasks with minimal supervision.
- Appreciation for how your responsibilities support and affect your colleagues' work and the organization as a whole.
- Organization and time management - to prioritize and work on multiple projects to completion.
- Able to solve problems and navigate challenges successfully.
- Excellent attention to detail and the need for accuracy and conscientiousness in your work.
- Strong sense of responsibility, commitment, and follow through. You are dependable.
- Excellent interpersonal skills including showing a positive, supportive, and friendly attitude.
- Capable of keeping sensitive, personal, and confidential information private.
- Willing to learn new things and keep an open mind.



THE POSITION

DAY-TO-DAY:

- Leads and directs organization wide efforts to enhance fundraising performance.
 - Leads strategic planning and management of Blanchet House fundraising programs and events, initiatives, major and leadership gift procurement, legacy giving, and special campaigns, including an active capital campaign currently in its public phase.
 - Oversees grant funding operations, including management of existing grants, developing new grant funded relationship and opportunities, budget planning and monitoring, and reporting,
 - For grants and other restricted gifts, ensures compliance for programmatic commitments, financial standards, and legal requirements.
 - Leads and produces Blanchet House's annual fundraiser, Lend a Helping Hand Brunch.
 - Procures significant in-kind donations in support of Blanchet House services and initiatives.
 - Provides prospect management processes and strategies to effectively enhance cultivation and solicitation of top prospects and donors.
 - Develops recognition strategies that strengthen donor relations and drive fundraising.
 - Establishes metrics and measures, and examines performance reports, to evaluate fundraising campaign progress and success.
 - In partnership with the Executive Director, collaborates with the Board of Directors on fundraising efforts and strategy.
- Provides strategic and project leadership and management in support of Blanchet House's mission, vision, and strategic objectives.
 - Collaborates with the Executive Director and other organization leadership in support of initiatives that drive and enhance organization priorities and its standing in the community.
 - Designs and leads collaborative, complex, and diversified projects, coordinating the work of other staff members and professionals, managing budgets, and ensuring accountability.
 - Serves as a strategic partner to leadership by providing updates and recommendations on critical initiatives or projects.
 - Plans, monitors, and reports the budgets for initiatives and special events.
 - Assists stakeholders in driving projects through to completion.
- Protects the confidentiality, privacy, integrity and security of donor information, Blanchet House financial accounts, and organization data and digital systems, portals, and platforms.

BIG PICTURE OPERATIONS:

- Role models positive community standards and uphold Blanchet House core values and workplace agreements.
- Interacts with residents in ways that are trauma-informed, positive and uplifting, and with sensitivity to their lived experience. This includes when interactions involve disagreements, conflicts, or violations of Blanchet House policy, rules, or expectations.



- Respects confidentiality at all times (confidentiality should be tempered with sensitivity to the well-being and safety of other residents, Blanchet House staff and volunteers, and the organization).
- Knowledgeable of Blanchet House emergency procedures and how to respond in the event of a crisis or emergency.
- Provides program leadership and effective problem solving to promote effective services and operations.
- Represents Blanchet House in the community, including potentially media appearances.
- Supports Blanchet House's sustainability efforts and commitment to zero-food waste.
- Helps to maintain Blanchet House policies, procedures, and expectations.
- Attends staff meetings and trainings, which may occur outside regular hours.

QUALIFICATIONS:

- At least five years of demonstrated success in project oversight and management, leading teams and stakeholders, and identifying and working toward achieving strategic initiatives and objectives.
- Demonstrated success collaborating effectively and with intention across organizations, particularly with other directors and managers essential to a project's or initiative's success.
- Demonstrated success motivating, guiding, and supporting staff and stakeholders in completing tasks, meeting deadlines, and driving projects and initiatives to implementation.
- Demonstrated success anticipating and resolving challenges and obstacles to a project's or initiative's success, as well as continually assessing projects and programs to ensure future growth and success.
- Demonstrated success responding to changing priorities and circumstances, adjusting projects and programs as required to promote continued relevance and success.
- Demonstrated commitment to exploring and responding to opportunities in a timely manner so that strong mutual relationships with external supporters and prospects are nurtured and established and so that the organization takes full advantage of its position in the community.
- Excellent interpersonal and communication skills as well as the ability to develop strong relationships with a variety of organizational stakeholders and when working with people with different backgrounds and life experiences.
- Demonstrates a keen attention to detail, a commitment to follow-through, and a high level of motivation while displaying readiness, optimism, and calm under pressure.
- Excellent problem-solving skills, with a consistent, solution-oriented approach; excellent writing, editing, and proofing skills; excellent research, critical thinking, and analytic skills.
- Excellent judgement and ability to maintain a high level of confidentiality.
- Strong time management and organizational skills, including the ability to set priorities, meet deadlines, and improve on existing processes/systems.
- Demonstrated understanding as to how your responsibilities support and impact colleagues and the organization as a whole.
- Advanced level skills with constituent relationship management (CRM) systems, third-party grant portals, and databases generally.



- Advanced level skills in Microsoft Office programs including Teams, Outlook, Calendar, Word, and Excel. Experience with G suite helpful. Proficient with virtual meeting platforms. Confident with technology and willing to learn how to use new databases and online tools.

SUPERVISORY RESPONSIBILITIES:

The Director of Strategic Initiatives supervises the Development Manager and other Development staff as assigned; providing effective oversight and support for consultants and others contracted to perform fundraising services for the organization.

OUR BENEFITS:

Eligible benefits include: health/dental/vision coverage for the employee; Canopy Employee Assistance Program (incl. household members); Simple IRA program with (up to) 3% employer match; generous Paid Time Off/Paid Holiday benefit (>5 weeks in Year 1); paid professional development; a work anniversary bonus; cell phone stipend; free meals and parking at Blanchet House.

OUR ENVIRONMENT:

Many Blanchet House clients experience physical and/or mental health disabilities, mental health and/or addiction crisis, and trauma. Blanchet House also serves a diverse community, and we serve regardless of an individual's race, ethnicity, religious/faith, gender, sexual orientation, or gender identity. Employees must be willing and able to safely and successfully work in this environment and with marginalized, vulnerable community members.

PHYSICAL DEMANDS:

Physical requirements are consistent with physical duties needed from general office staff.

INTENTIONAL EQUITY:

Blanchet House is committed to advancing equity and justice in our organization and in our community. This commitment inspires the Blanchet House staff to:

- Be intentional in our work toward equity and inclusion.
- Work toward a deeper understanding of the historical, systemic, and contemporary structures and actions of racism and other forms of discrimination, prejudice, and bias.
- Achieve a great understanding of and work toward correcting our own implicit biases.
- Continually identify inequities, eliminate barriers, and innovate our practices to better serve each other's experiences and needs.
- Staying engaged in the pursuit of equity and consistently seeking to repair and improve our understanding, practices, and services where we fall short.

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.

Job descriptions are a summary of a position's duties and responsibilities. They are descriptive in nature and do not necessarily define every function of a position.