



Blanchet House of Hospitality

Serving our housing & food insecure communities

Job Announcement: Donor Relations Officer

Starting Wage: \$28.75/hour

Full-time, non-exempt, overtime eligible

On-site position

May require evening or weekend responsibilities

Department: Development

Reports to: Director of Strategic Initiatives - Fundraising

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 expanding its development team by looking to hire our first Donor Relations Officer! This is an incredible opportunity to join a leading Portland nonprofit with a mission to alleviate suffering and promote hope. Our development team is passionate and enthusiastic, and dedicated to the work we do. If you are driven, passionate individual with hopes of making a difference and finding unexplored areas for growth, please apply.

The Donor Relations Officer is responsible for a healthy variety of tasks, including managing our monthly giving "Hospitality Heroes" program, as well as identifying and stewarding mid-sized donors. This staff member also works with our volunteer team to promote more opportunities for donations among Blanchet House's mighty volunteer corps.



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:

- Individual Donor Cultivation and Stewardship



- Lead Blanchet House’s monthly giving program “Hospitality Heroes” for 500+ donors. Implement creative and collaborative ideas to grow and deepen a variety of relationships.
- Lead efforts to engage and appreciate 1000+ lower to mid-tier level Blanchet House donors, deepening their connection to Blanchet House.
- Manage and support peer-to-peer fundraising efforts.
- Donor Pipeline and Qualification
 - Work with the Community Engagement Manager to identify potential major individual donors.
 - Engage with volunteers in the building to cultivate potential donor relationships.
 - Connect with “in-kind” donors and pursue deepening commitments.
 - Pursue donor relationships connected to our Young Ambassador program and other school and student outreach.
- Donor Communications
 - Work closely with the Development Coordinator and the communications team to program and deliver a donor onboarding and welcome series.
 - Assist in segmenting donor groups to facilitate personalized and inspiring donor communication.
 - Build out donor surveys and other opportunities to better understand our individual donors.
- Administrative Support
 - Support the Development Team with key relationship tracking in the donor database. Assist the Director of Strategic Initiatives and other staff in recording and tracking key touchpoints for goal setting and metrics.
 - Oversee the updating of Blanchet House’s profiles on third-party platforms, including foundational websites and giving platforms.
 - Assist the development team with general minute-taking during meetings.

BIG PICTURE OPERATIONS:

- Role model positive community standards and uphold Blanchet House core values and workplace agreements.
- Interact 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.
- Respect 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).
- Promote and protect the confidentiality, privacy, and security of volunteer and donor information, Blanchet House financial accounts, and other organization data and digital systems, portals, and platforms.
- Be knowledgeable of Blanchet House emergency procedures and how to respond in the event of a crisis or emergency, including a medical emergency.
- Participate in Blanchet House’s culture and community and the day-to-day services of the organization.



- Provide program leadership and effective problem solving to promote effective services and operations.
- Demonstrate understanding as to how your responsibilities support and impact colleagues and the organization as a whole; take direction effectively; seek consensus with colleagues.
- Support Blanchet House's sustainability efforts and commitment to zero-food waste.
- Help to maintain Blanchet House policies, procedures, and expectations.
- Participate in Blanchet House's culture and community and the day-to-day services of the organization.
- Attend staff meetings and trainings, which may occur outside regular hours. This time is compensated and overtime eligible.

QUALIFICATIONS:

In addition to any required experience or training, Blanchet House will consider relevant work experience, volunteering, education and training, and transferable skills.

- Experience working in a nonprofit role, preferably one that involved working with donors and/or volunteers.
- Ability to effectively contribute to a professional environment and work with the highest regard for confidentiality and appropriate professional boundaries.
- Possesses insight pertaining to matters of diversity, equity, inclusivity, and social justice; understands how implicit bias may affect working effectively with individuals representing a variety of cultural, ethnic, language and life experiences.
- Ability to work effectively in a trauma-informed environment and with individuals in a recovery or self-improvement program; ability to work with, direct, and serve others with compassion and respect for their dignity.
- Ability to work with minimal supervision with considerable latitude for independent judgment and actions in day-to-day operations.
- 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.
- Ability to attend to multiple projects, prioritize, and manage time effectively.
- Proficient with Microsoft Office Suite, including Teams, Outlook, Calendar, Word, and Excel. Able to effectively use virtual meeting platforms and learn new technology. Able to track and organize data accurately and in a timely manner.

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); enhanced pay opportunities on holidays; 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 and event personnel (set-up and break-down duties).

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.