



Blanchet House of Hospitality

Serving our housing & food insecure communities

Job Announcement: Giving & Engagement Manager

Starting Wage: \$30.25 hour

Full-time, non-exempt, overtime eligible

On-site position; may require evening or weekend responsibilities

Department: Development

Reports to: Director of Strategic Initiatives

ABOUT THE ROLE:

Blanchet House is expanding our development team with a new Giving & Engagement Manager! This is an incredible opportunity to join a leading Portland nonprofit with a mission to alleviate suffering and promote hope. If you are a driven, passionate individual with hopes of making a difference and finding unexplored areas for growth, please apply.

The Giving and Engagement Manager is responsible for a variety of tasks, often being a “first face” of Blanchet House to the public and finding meaningful ways to engage our wide pool of faithful and generous supporters.

ABOUT BLANCHET HOUSE

Blanchet House is a nonprofit organization founded in 1952, dedicated to offering food, shelter, and supportive services to those in need. With a mission to provide compassionate, supportive restoration, we serve meals six days a week, offer transitional shelter for men, and operate Blanchet Farm, a recovery-centered residential program on a 62-acre farm.

We uphold values of hospitality, dignity, hope, integrity, community, and authenticity in all that we do.

THE POSITION

Donor Procurement, Engagement, and Stewardship

- Build, sustain, and develop new and emerging donors through strategic, creative donor engagement and stewardship.
- Collaborate with colleagues to align donor communication and engagement strategies, including donor welcome activities, acknowledgments, and appreciation.
- Innovate and collaborate on activities to engage donors (including in-kind donors) across a spectrum of giving histories and interests.
- Co-facilitate our incredible *Emerging Professionals Board*, an active group of young professionals supporting our work.
- Oversee and coordinate exciting Peer-2-Peer events, like our annual Shamrock Run team.

COMMUNITY ENGAGEMENT

- Serve as a public-facing representative of Blanchet House at tabling events, networking opportunities, and community activities.



- Pursue new connections with corporate and community organizations and groups via speaking opportunities and presentations on Blanchet House & Farm's mission and services.
- Work closely with the Volunteer Program Manager and other direct service staff to connect volunteers to donor engagement and giving opportunities.
 - Co-facilitate the *Student Ambassador* program, designed to give high school students a meaningful experience serving at Blanchet.

ORGANIZATIONAL CONTRIBUTION

- Support overall organizational fundraising strategies through a variety of activities, such as:
 - Fundraising and Community Events planning and execution;
 - CRM database support to maintain accurate and complete supporter records;
 - Assisting with grant research, authoring, and reporting.
- Be a positive, contributing force when interacting with all community members: meal guests, residents, other staff, donors, volunteers, board members and the like
- Work to collaborate effectively with each staff member of the organization, across multiple departments
- Role model positive community standards and uphold Blanchet House core values and workplace agreements.
- 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).
- 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.

QUALIFICATIONS AND EXPERIENCE

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 works with a wide range of donors and community partners
- Ability to manage an active system and calendar of donor engagement strategies across various giving levels, donor types, and engagement frequency
- Experience and skill with community presentations, speaking engagements, and tabling at events.
- Excellent interpersonal and communication skills as well as the ability to develop strong relationships with a variety of organizational stakeholders
- 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 recovery.
- Ability to work with minimal supervision with latitude for independent judgment and actions



- 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 track and organize data accurately and in a timely manner.

YOUR STRENGTHS

- A compassionate, calm, and flexible mindset.
- Respect for others' dignity and lived experience.
- A commitment to equity, community, and the mission of Blanchet House.
- The ability to lead with both empathy and efficiency in an active fundraising and engagement program.

OUR BENEFITS:

Eligible benefits include: health/dental/vision coverage for the employee; 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.

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.

PHYSICAL DEMANDS:

Physical requirements are consistent with physical duties needed from general office staff and event personnel (set-up and break-down duties).

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

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