Events and Annual Fund Specialist

Do you have experience in special events planning and fund raising experience? Are you interested in working with a passionate team of professionals that positively impacts thousands (one-in-four) of people in Central Oregon? NeighborImpact is looking for an Events and Annual Fund Specialist to support our Development Team. Come work for one of the top 100 Non-Profits to work in Oregon and enjoy great benefits and all that the Central Oregon lifestyle has to offer.

Location: Bend

Compensation: $18.93/hour

Hours: Regular full-time - 30 hours/week

Benefits: 100% premium paid Medical, Dental, Vision and Life Insurance, Agency paid Retirement plan (up to 6%), almost 16 weeks of paid time total accrual during the first five years (increases after that), plus 10 paid Holidays annually and a separate sick leave accrual

Deadline: Position to remain open until filled

NeighborImpact Overview
At NeighborImpact, we change lives by helping Central Oregon families access skills for success, family services, financial assistance, food, housing, weatherization and energy assistance. Our values are Respect, Compassion, Collaboration, Accountability, Integrity, Excellence, Responsiveness, and Oriented towards positive change. We are Leaders in the field of poverty alleviation.

Overview of Key Duties and Responsibilities:
The Events and Annual Fund Specialist is primarily responsibility for raising funds for NeighborImpact through implementation and management of agency fundraising events. This position works with the development team to manage and coordinate details for the organization’s events. Annual events include Empty Bowls, The Foodie Crawl, Donor and Volunteer Appreciation Events, Brewfest volunteers, Giving Tuesday and others as assigned.

POSITION QUALIFICATIONS:
- Bachelor’s degree required
- Event planning and fund raising experience preferred - Knowledge of nonprofit fundraising preferred
- Experience with creating and designing quality collateral materials required
- Computer proficiency with Microsoft Windows and Office environment (Word, Excel, Outlook) and standard office equipment - Experience with Raiser’s Edge, Constant Contact and other applicable donor databases preferred
- Demonstrated proficiency with desktop design programs such as Adobe InDesign, Illustrator, and/or Photoshop preferred
- Evening and weekend event attendance required
- Ability to communicate effectively both orally and in writing
- Proven experience managing and documenting expenditures and budgets
- Demonstrated traits of highly organized, intuitive, and detail oriented required
- Demonstrated high professionalism that shows in appearance, attitude, interpersonal relations, and work performed
- Ability to lift 40 pounds
- Required prior to date of hire and throughout employment: valid driver’s license, proof of current auto insurance, access to reliable transportation and a satisfactory criminal background check

For further details and instructions on how to apply, please visit our Website at www.neighborimpact.org/jobs