



GENERAL INFORMATION

Position: **Foundation Coordinator**

Reports To: Ascend Director

POSITION SUMMARY

The Development and Communications Coordinator supports fundraising and communications efforts for Ascend of Oregon, a non-profit organization that provides tuition assistance for deserving children to attend any diocesan Catholic school within the Archdiocese of Portland. These efforts include programs for major gifts, annual fund, planned giving, special events, and special campaigns. The coordinator reports to the Ascend Director and serves at the pleasure of the Archbishop of Portland in Oregon.

CORE DUTIES

1. Donor stewardship (prompt acknowledgement letters, etc.) and database management
2. Create and edit websites, email, social media and print content
3. Support the planning and implementation of development and communications strategy
4. Monitor, analyze and report overall fundraising results
5. Assist with tuition assistance calculation, awarding and distribution process
6. Prepare and submit grant proposals to foundations in collaboration with Director/Grant Writer.
7. Admin support for the Director and quarterly Committee/Board meetings.
8. Other duties as assigned

QUALIFICATIONS

Education

- Bachelor's degree preferred. One to two years of relevant experience or combination of education and relevant experience.

Skills and Experience

- Must have excellent writing and editing skills.
- Be able to communicate clearly and effectively
- Strong time-management and organizational skills.

- Experience in analyzing and interpreting data to drive fundraising strategies
- Advanced donor database experience preferred.

Personal attributes

- A passion for education and the ability to advance Catholic academic values.
- A clear and confident communication style that shows spirit, enthusiasm and integrity.
- Flexibility to work some evenings and weekends as required.

ADDITIONAL INFORMATION

The above statements are intended to describe the general nature and level of work being performed by the Development and Communications Coordinator. They are not to be construed as an exhaustive list of all responsibilities and skills required. Job descriptions are somewhat fluid and will change depending on the agency's strategic direction and overall strategic objectives.

**To apply for this opportunity, please send your resume and cover letter to
kdoherthy@ascend-cseforegon.org**