



Faithful Friends Mentoring Program is seeking a new Development Manager. This faith-based program matches volunteer individuals, couples, and families with 6 through 9 year-old children for a mentoring relationship lasting a year or longer. To find out more, please visit our website: [www.faithfulfriendspdx.org](http://www.faithfulfriendspdx.org).

Reporting to the Executive Director, the Development Manager is responsible for helping assist in donor relations and fundraising goals and systems.

**Responsibilities:**

- Serve as a representative of Faithful Friends throughout the faith community to donors, churches, schools, children-serving organizations and to the community at large.
- Manage payroll, enter donations into QuickBooks and donor data base, follow through with written thank you letters/receipts.
- Assist Executive Director in executing the development plan and fundraising projects.
- Develop monthly communication strategies to current and future donors.
- Research, write and coordinate the grant application process.
- Help plan and execute large/small fundraising events.
- Adhere to all program policies and procedures as written and update as needed.
- Maintain best practices and stay informed about current research on best donor and fundraising practices.
- Complete other duties and activities as needed.

**Qualifications:**

- Bachelor's degree with emphasis in non-profit work, business, volunteer management, and/or development and fundraising.
- Experience in development, grant writing and fundraising or volunteer management preferred.
- Strong organizational, writing, verbal and interpersonal skills with ability to manage shifting responsibilities.
- Proficiency in use of: MS Office functions, Wordpress, Quickbooks and social media platforms.
- Creativity and flexibility in assuming significant responsibility.
- Experience working in racially, ethnically and socio-economically diverse communities preferred.



**Requirements:**

- Work evening and weekend hours – have a flexible schedule.
- Use of personal vehicle.

**Compensation:** Competitive and based on previous education and experience.

Please send resume with cover letter to: [justin.tucker@faithfulfriendspdx.org](mailto:justin.tucker@faithfulfriendspdx.org)