



## **Job Description**

Job Title: *Development Coordinator*

Classification: *Salary, exempt*

Reports to: *Executive Director*

Position based: *Portland, OR*

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### Position Purpose:

The Development Coordinator oversees Westwind's Outreach and Development Program, which is focused on 1) increasing development around its three funding targets (camperships, assets and general operating expenses); 2) growing Westwind's connection with its large alumni base; and 3) continuing its work with other non-profit and social service organizations to bring children from diverse backgrounds to Westwind.

### Essential Job Functions:

- Assist Executive Director in shaping, writing, editing and otherwise conducting outreach to Westwind's alumni, donors, and other stakeholders.
- Assist Program team in conveying program benefits to a wide audience through advertising, marketing, earned media, social media and print.
- Coordinate and lead in writing grants, including sole leadership over small grants and coordinating role in writing larger grants.
- Serve as coordinator for Westwind outreach to and partnerships with other non-profits, government agencies and other entities/individuals working with children from low income and minority backgrounds.
- Assist Executive Director with management and oversight of restricted grant and donor funding.
- Report to Business Manager all required and critical measurables related to grant performance, costs, and other data.
- Perform administrative duties as needed including data entry, filing, copying, sorting, mailings, etc.

### Qualifications:

- 2 years minimum experience in marketing or development
- Strong references (list on application)
- Excellent written and verbal skills
- Excellent organizational and group coordination skills

### Physical Aspects of the Job:

- Must enjoy and appreciate staying in rustic camp environment, sometimes for multiple overnights (i.e. staying and working at Camp Westwind)

Salary Range: \$45,000 - \$50,000 annually