



Development and Communications Manager

What we do: Financial Beginnings provides financial literacy curricula to youth and adults in the Pacific Northwest. We empower youth and adults to take control of their financial future through educational programs that incorporate all aspects of personal finance to provide individuals with the foundation they need to make informed financial decisions. We are a volunteer-driven, community-oriented organization. Our programs are enhanced by the career experience and personal knowledge of our volunteer instructors who serve as strong role models for students. In addition to classroom instruction we also provide community panels on financial topics and an annual financial literacy conference.

The Development and Communications Manager will support the Financial Beginnings mission across all program areas. This includes providing support to the marketing efforts of Program Managers in Oregon and Washington to develop new partnerships, support volunteer recruitment, and facilitate adoption of the Financial Beginnings curricula in schools and community-based organizations.

Responsibilities

- Participate in creation and execution of development and communication strategy
- Work in concert with Development Director to support grant applications. This will include some grants on which the incumbent will take the lead with applications and/or reporting.
- Donor follow-up and other development administrative support.
- Research to support development strategies
- Promote Financial Beginnings to donors, potential donors, grantors, and stakeholders.
- Develop and manage individual donor campaigns.
- Develop direct marketing and communications in all media; includes overseeing and/or developing creation and design.
- Write press releases, announcements, blog posts, etc. through all media.
- Oversee website maintenance working closely with Executive Director to develop and manage priority list of website improvements.
- Organize and staff development and communications events.

Qualifications

- College-level degree or equivalent work experience.
- Excellent writing skills including development, copywriting, and editing.
- Proficiency in Adobe Creative Suite, website maintenance, Microsoft Office.
- Experience in any type of development, fundraising or donor relations activity.
- Experience in cloud-based software programs (Box, Podio, Evernote) preferred.
- Excellent people and presentation skills; persuasive with a broad range of organizations, groups, and individuals.

Status and Compensation

- Part-time: 20-30 hours per week
- Status: Non-exempt
- Schedule: Flexible, generally Monday through Friday, occasional need for evening and/or weekend meetings/events
- Compensation: \$18-19 per hour



- 20 days of PTO pro-rated to average weekly hours worked. PTO includes all personal, vacation, and sick time
- 8 paid holidays
- Cell phone and computer

The successful candidate will be self-determined, results-driven, and confidence inspiring while also demonstrating the ability to work collaboratively with volunteers, staff, and stakeholders. The individual must also demonstrate tenacity in goal attainment.

How to apply:

Send resume and cover letter to: Anne F. Lee, Financial Beginnings, 9600 SW Capitol Highway, Portland, OR 97219 or email: anne@financialbeginnings.org

No phone calls, please.

Financial Beginnings is an Equal Opportunity Employer and offers a dynamic work environment with challenging assignments. We encourage personal development, life-long learning, and promote a participatory management environment.