



Tualatin Together

Our Mission: to make our community a place where we talk about mental health and substance misuse challenges. We actively promote the health of our youth and families by building resilience and providing resources to help people live their best lives.

Our Core Values: Empower; Inspire; Engage, Serve

Job Description

Development and Communications Coordinator

Tualatin Together (TT) is a growing community-based nonprofit organization with a passion to engage the community through resilience-building programs in order for youth to live their best lives, free from substance misuse and other high-risk behaviors.

Position Summary: The Development and Communications Coordinator is responsible for the creation and growth of a comprehensive development program that includes, but is not limited to, solicitation of funds through events, donations, major gifts, grants. The Development and Communications Coordinator to promote Tualatin Together's events and initiatives among owned and earned channels, including media. Additionally, this person would drive marketing and public relations efforts for fundraising and other organization activities and is able to support the mission and values of Tualatin Together.

Essential Duties and Responsibilities:

- Promote TT in and to the local media. Track local media, including the Tualatin Life, Pamplin publications, online contributions, and pitch stories featuring TT initiatives.
- Produce fundraising and marketing materials such as videos, brochures, website updates, social media posts, regular donor emails, thank you letters and newsletters.
- Coordinate with TT staff to set content calendar to be published for TT's Facebook, Instagram, Twitter (@TuTogether), and LinkedIn accounts; Attend TT and partner events and promote/feature on social media; provide support, oversight, and training to TT staff running social media accounts.
- Develop and manage donor base.
- Cultivate relationships with existing donors and sponsor through regular communications.
- Create and execute a strategy for securing a large sustained base of monthly, quarterly and annual individual donors.
- Research and identify potential donors, sponsors and new revenue streams.
- Be the liaison between community partners, i.e. Chamber of Commerce, Tigard Tualatin School District, school based parent-support-organizations, Tigard-Tualatin Resource Network, Washington County Health and Human Services and other local, state and national partners in prevention.

- Attend community as assigned to promote Tualatin Together and our programs and services.
- Works with the Executive Director, staff and Board to plan and organize fundraising events.
- Other duties as assigned by the Executive Director.

Qualifications:

- Bachelor's Degree preferred.
- Fluent in Spanish and English a plus.
- Experience in marketing, fundraising, communication and donor development.
- Experience in substance use prevention field preferred.
- Passion for learning and promoting the work of Tualatin Together as we seek to increase community wide protective factors for the youth and families who reside here.

Skills:

- Excellent verbal and written communication skills.
- Be a committed, loyal team player, able to work well with the Executive Director, staff, Coalition Members, Community Partners, Board and volunteers.
- Possess the ability to meet comfortably and persuasively work.
- Proficiency in HTML; comfortable using WordPress and able to interface with website maintenance service.
- Proficiency in donor and volunteer software systems and Mailchimp.
- Possess strong organizational, time management and problem-solving skills.
- Be committed to diversity, equity, inclusion in all aspects of our work.

Compensation:

- .5FTE salary range \$25,000-\$35,000, commensurate with experience and education
- Exempt position, flexible schedule, inspiring work and work environment
- This position has been made possible through the Federal ARPA Funding and this position may end in June 2024.

Please submit a cover letter and resume to Cyndy Hillier at cyndy@tualatintgether.org by Friday, March 18, 2022. Applications will be considered on a rolling basis, as we are looking to fill this position as soon as possible.