

The Oregon Community Foundation
Job Posting
January 19, 2017

Opportunity

The Oregon Community Foundation (OCF) has an opening for a full-time (35 hours per week) Regional Coordinator. The Regional Coordinator provides general administrative support to staff in the region. The Coordinator provides excellent service to prospects, donors, professional advisors, volunteers, nonprofit organizations, staff, and other constituents. The Regional Coordinator reports to the Regional Director/Philanthropic Advisor in the Medford office.

Background

The Oregon Community Foundation (OCF) is a publicly supported nonprofit corporation administering charitable funds created by individuals, families, businesses and organizations to support the community causes they care about. Funds are established through gifts and bequests of varied sizes. OCF makes grants or other distributions from the funds to other qualified charitable organizations principally in the state of Oregon. Currently managing more than 1900 charitable funds with assets of over \$1.6 billion, the Foundation makes annual awards of more than \$101 million in grants and scholarships, and is the largest charitable foundation in Oregon and one of the nation's largest community foundations by asset size. OCF serves diverse urban and rural communities across the state with 87 staff and headquarters in Portland, with regional offices in Bend, Eugene, Salem, Coos Bay and Medford, Oregon.

Essential Duties and Responsibilities

- Provide administrative support to the regional team. Assist Philanthropic Advisors, Program Officers and Donor Relations Officers with special projects as needed.
- Serve as receptionist and office coordinator for the Medford office, greet and assist guests when they arrive and depart, answer the phone, retrieve and distribute mail and faxes. Maintain a clean, orderly environment for staff and guests.
- Perform filing and record maintenance, assist with calendar and meeting schedules. Manage office supplies, office equipment, stock OCF publications. Act as liaison to office landlord and janitorial service as needed.
- May process expense reports, check requests, donor contribution reports. Assist with annual budget preparation as needed.
- Serve as office coordinator for technology, including phone/video conferencing and webinar coordinator. Act as liaison for the assigned office and the Portland Information Technology staff. Help trouble shoot basic desktop issues and/or track issues toward resolution with IT staff.
- Support planning activities and execution of outreach events in the region, including Leadership Council meetings. Maintain the regional event calendar, record events in the OCF database and various internal calendars. Create and implement event planning timelines, assist in venue selection, catering, meeting room set up (including signage and decorations) and tear down. Compile invitation lists, create and mail invitations (e-mail and print), prepare and distribute handouts. Track attendance, expenses, evaluations and reconciliation.
- Coordinate and provide hospitality, meeting materials and technology support for prospect, donor, professional advisor, volunteer, and staff meetings. Responsible for scheduling office space for external groups.
- Perform data entry and maintain records for prospects, donors, community leaders, professional advisors, and nonprofit organizations. Assist with prospect and donor research and tracking.
- Prepare and process routine correspondence or inquiries from a variety of constituents. Write thank-you notes and committee correspondence.
- Help produce customized reports using OCF's database, Excel, Word, and other related programs.
- Coordinate with other Regional Coordinators and support staff to support statewide goals.
- Attend development department meetings and retreats throughout the state.
- Provide back up for other staff and perform other duties as assigned.

Minimum Skills, Education and Experience

- In addition to the specific job requirements for each position, staff are expected to embody certain cultural values to support OCF's mission: communicate effectively, value one another, demonstrate accountability, embrace possibilities, address conflict and take action.
- Associate Degree, or equivalent combination of education and experience in lieu of degree.
- Three years' administrative office experience to include experience in Development, Donor Relations or Volunteer Management.
- One year event planning experience required.
- Two years' experience using and managing constituent management software systems.
- Excellent customer service skills – provides competent, courteous service to both external and internal customers.
- Exceptional organizational skills – detail-oriented, process- oriented and accurate.
- Work effectively and collaboratively with others to achieve effective outcomes.
- Excellent time management skills, able to prioritize conflicting needs, shift priorities as needed, handle matters expeditiously and proactively, and to follow through on projects to successful completion, often with strict deadlines.
- Good analytical skills – able to think critically, understand and communicate the situation, and offer alternatives.
- Excellent knowledge of administrative procedures, including familiarity with budgeting and accounting procedures and ability to gather and analyze data and produce concise reports.
- Excellent oral and written communication skills.
- Superior knowledge of MS Windows, Outlook, Excel, Word, PowerPoint, Publisher and Internet.
- Take initiative and demonstrates a willingness to improve or enhance responsibilities of the position.
- A valid driver's license. Ability to travel to occasional after hour meetings and events.

Benefits and Compensation

The salary range begins at \$19.23 per hour, 35 hours per week. The Foundation offers competitive benefits toward a total compensation package for staff in a supportive, engaged work culture. Our benefits include, but are not limited to, choice of medical and dental plans, medical savings accounts, employer paid short and long term disability, life insurance, Employee Assistance Program, professional development opportunities, pre-tax commuter benefits, 401k plan with 10% employer contribution, generous paid time off, paid volunteer leave, and more.

OCF Culture

For each of its positions, the foundation seeks to hire staff with relevant experience, skills and aptitude; a commitment to the power of philanthropy and to be mindful of what best serves our organization and supports our mission. Each employee is expected to reflect our cultural values to support OCF's mission: communicate effectively, value one another, demonstrate accountability, embrace possibilities, address conflict and take action.

Commitment to Equity Diversity and Inclusion

OCF is committed to equity, diversity and inclusion, and strives to build a diverse workforce to promote effective work in partnership with all communities and population groups in Oregon. We welcome a diverse pool of qualified applicants.

To Apply

E-mail resume and cover letter to hr@oregoncf.org and include the word "Medford" in your subject line. This position will remain open until filled. In your cover letter, please tell us which job duties of most interest to you and why.

Equal Opportunity Employer