



## Portland Japanese Garden seeks Full-Time Development Coordinator

### Positive Overview

Portland Japanese Garden seeks a Development Coordinator who is positive, detail-oriented, and highly motivated.

The Coordinator will support the Development team with various administrative tasks related to the day-to-day functions of the Development department. This includes in-kind and monetary donation processing, researching and reporting for fundraising opportunities, coordinating details for corporate partners, budget tracking, and assisting with donor events. The range of duties requires ability both to manage a proactive and time-sensitive work schedule on an independent basis and to work productively as part of a team.

As part of a growing organization, this is a great position for someone who is looking for a career that is mission and results-driven, donor-centric, and customer service-oriented.

This position reports to the Corporate Relations & Foundations Officer.

### Primary Duties

#### Database Administration

- Work with Annual Fund Manager and Membership Manager to record donations and gifts
- Maintain donor information in organization's CRM (currently Raiser's Edge, with a system upgrade by June 2020) with ongoing database hygiene
- Implement annual database audit

#### Research & Reporting

- Work with Corporate & Foundations Relations Officer to research foundation and grant opportunities
- Work with Major Gifts Officer to create donor profiles and research giving opportunities
- Work with Annual Fund Manager to track solicitation appeals' effectiveness
- Monitor best practices and trends in philanthropy, and report back to team

#### Donor Cultivation

- Assist with maintaining Corporate partnerships (e.g., tracking in-kind donations/use, coordinate special requests like tours, benefit and recognition fulfillment, customizing renewals and acknowledgements, coordinating corporate presence, or other opportunities for visibility in Garden events)
- Maintain calendar of touchpoints for corporate partners throughout the year
- Provide administrative assistance for Board of Trustees Advancement Committee
- Assist with personalized communications for key donors

#### Donor Events

- Manage guest and attendee lists (e.g., organizing invitations, sending pre-event reminders, assisting with RSVPs, etc)
- Provide day-of support (e.g., helping with set up, guest check ins, etc)
- Communicate with attendees post-event

- Track budget and invoicing

### **Administrative Support**

- Handle logistics for meetings
- Monitor department budget and invoicing
- Assist Development Director with outreach coordination
- Assist with mailings
- Manage department holds for cultural events, coordinating with Events and Development staff to ensure use or release

### **Other Responsibilities**

- Communicate with donors, clients, staff, and other community partners in a friendly and professional manner
- Learn about Japanese culture and art as opportunities arise in the organization
- Maintain a high degree of discretion and confidentiality in dealing with sensitive information.
- Familiarize oneself with the organization and the Employee Handbook
- Get to know fellow staff members, developing trust, establishing credibility, encouraging teamwork, and creating an atmosphere of open, honest, two-way communication
- Maintain a high level of professionalism in manner and appearance (business casual dress)
- Other duties and projects as assigned

### **Qualifications**

- Bachelor's degree preferred
- At least one year of experience in development or equivalent combination of different experiences
- Demonstrated proficiency with digital media and comfort with metrics and analytics
- Strong proficiency with Outlook, Excel, and PowerPoint
- Strong communication abilities – clear writing and articulate speaking ability
- A proven track record of working well with others, adapting to others' work styles, and professional interactions with co-workers and/or vendors
- Strong listening skills, giving full attention to what other people are saying or asking, taking time to understand the points being made, and asking questions when appropriate
- Incredibly organized and highly proficient at keeping a systematic schedule and calendar

### **Special Requirements**

*The ideal candidate will have a combination of these skills. Candidates who possess some - but not all - of these requirements are still encouraged to apply.*

- Experience with CRM or database software (e.g., Raiser's Edge, Salesforce, etc.)
- Experience with Mailchimp or other email marketing system
- Comfortable working in an open-office environment
- Event planning experience
- Excellent customer service skills
- Experience working with clients and vendors
- Project management and/or team process development
- Personal passion for Japanese culture and history, art and design, travel, and/or landscape design and horticulture
- Being bilingual in any language is a plus; in Japanese, it's an A+

## Compensation & Schedule

- Wage: \$17.00 per hour
- This is full-time, hourly, non-exempt position with 40 hours per week. Shifts are typically 8 hours (plus ½ hour lunch), 8:30 am to 5:00 pm, with some flexibility. Occasional evening and/or weekend work is required.
- Benefits: health, dental, and vision insurance (premium 100% covered for employees); 401k plan (after 1 year of service, with 4% employer match); paid vacation, sick, and holiday time.

## Applications

To apply, please email a resume, cover letter, and 3-5 references to [humanresources@japanesegarden.org](mailto:humanresources@japanesegarden.org), with "Development Coordinator" in the subject line.

Please also provide a short description (200-300 words) – separate from your cover letter – of a recent project or problem that you made better, faster, smarter, more efficient, or less expensive.

Please, no phone calls or hand-delivered applications. Submit application materials by **Monday, December 2<sup>nd</sup>, 2019**. All submitted applications will be held in confidence.

## Organization Overview

Portland Japanese Garden is celebrated as the most authentic Japanese garden outside of Japan. Opened to the public in 1967, the Garden was built to provide the citizens of Portland with a garden of great beauty and serenity, while forging a healing connection to Japan on the heels of World War II. It now serves more than 450,000 visitors a year from around the world as well as its 20,000 members.

In April 2017, the Garden opened its \$37M Cultural Village expansion designed by world-renowned architect Kengo Kuma. The Cultural Village provides additional space to accommodate visitor growth, preserving the Garden's serenity. More importantly, it enhances the organization's ability to immerse visitors in traditional Japanese arts and culture paving the way for richer cultural understanding.

The Garden has a year-round staff of 85+ FTE's and 30+ seasonal staff, supplemented by more than 200 volunteers. All of our staff play a vital role in helping our visitors experience the beauty and tranquility of the garden and expand their understanding of Japanese culture.

A few of the benefits our employees enjoy include:

- Working at a beautiful, authentic Japanese garden, overlooking the city
- Incentives for alternative transportation for your commute to work
- A workplace culture that prioritizes hiring and promoting from within
- Access to the Garden for you, your family, and your friends
- The opportunity to attend a variety of cultural events
- Reciprocal access to other area attractions, such as the Lan Su Chinese Garden, Portland Art Museum, and the Oregon Zoo

Portland Japanese Garden is proud to be an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We recruit, employ, train, compensate and promote without regard to race, color, national origin, creed, religion, sex, gender identity, sexual orientation, marital status, parental status, disability, age, veteran status, or any other status protected by law.