



JOB DESCRIPTION Fundraising Manager

Duration: Permanent, Full-Time, Exempt

Reports To: Executive Director

Salary Range: \$60,000 to \$63,000 a year, opportunity for bilingual pay differential, DOE.

Benefits: Medical, Vision & Dental Insurance for the employee;
Employer Funded 403(b) Pension;
Vacation, Holidays, Sick Leave, Bereavement;
Life Insurance, Short Term and Long-Term Disability;
Two weeks paid maternity/paternity leave, Employee Assistance Program;
Sabbatical (four weeks paid) after seven years;
Approximate 36-hour workweek – four hours “wellness” benefit, compensation is based on 40 hours.

About CPAH

Join us at Community Partners for Affordable Housing (CPAH) and be part of a team dedicated to supporting our growing organization, currently serving over 450 households in Washington County and SW Portland. This is a new position with a focus on raising funds for our resident services program. CPAH’s resident services program provides a range of services for youth, seniors aging in place, working families, and some of our most vulnerable neighbors.

CPAH is dedicated not only to ensuring equitable access to housing, but also to building a team that reflects the diversity of our residents and represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.

Position Overview:

The Fundraising Manager will be responsible for developing relationships with foundations, soliciting gifts from individual donors, creating a planned giving program, managing our organizational grant compliance, reporting and funding calendar, collaborating with the Communications Manager to achieve successful fundraising events and appeals, and working with the board and committees.

This position will focus efforts on raising funds to support our Resident Services programs.

Primary Responsibilities:

- Work with the Executive Director to develop and execute CPAH's overall fundraising strategy including foundation, corporate, and government funders, as well as individual donors.
- Conduct prospect research and evaluation.
- Collaborate with other CPAH staff, with a focus on resident services, to identify funding needs and develop the programmatic response;
- Maintain grant calendar to ensure timely response to opportunities and reporting.
- Oversee grant compliance ensuring contributions are recorded and acknowledged, reports are timely and complete, and funds are received as scheduled.
- Prepare grants for submission including draft preparation, coordination of internal review, and inclusion of all required attachments.
- Steward the donor experience and assure compliance, particularly with institutional donors, through regular updates on program impact and engagement with program delivery departments.
- Create and interpret regular reports for internal and external stakeholders.
- Collaborate with Communications Manager to create successful fundraising events.

Qualifications:

To be successful as a Fundraising Manger, you will need:

- At least 2 years of nonprofit fundraising experience.
- Excellent writing skills including demonstrated success with grant and other fundraising writing.
- Experience using a donor database, or ability to learn new programs.
- Demonstrated record of success supporting fundraising programs, engaging with donors, growing the donor base, and expanding funding support.
- Strong written and oral communication skills and attention to detail.
- Proven ability to manage competing priorities and meet deadlines.
- Commitment to CPAH's Mission and equity and inclusion values.
- Proven ability to work with efficiency and flexibility.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Programs.

Bilingual and/or multicultural individuals are encouraged to apply. CPAH values experience working with historically underserved populations and communities of color.

Unique Job Conditions

Requires some (<10%) participation in evening and weekend meetings and events. We offer a flexible work environment. Currently, we are generally working at home due to COVID. The duties of the job are primarily performed in an office environment, which will include the opportunity to work from home part-time once we return to the office.

To Apply

Both a resume and a cover letter are required, and great cover letters describe your interest and qualifications (including equivalent experience) for this position, your commitment to diversity, equity, and inclusion, and your perspective on affordable housing in our community.

To apply for this job, email your cover letter and resume to jobs@cpahoregon.org.

For more information on CPAH, please visit our website at cpahoregon.org.

This position will be open until filled.

CPAH does not discriminate against any person on the basis of age, race, color, religion, sex, sexual orientation or gender identity, disability (physical, mental or developmental), familial or marital status, or national origin, in admission or access, treatment of, residents, employees or volunteers in any of its projects or programs.

