

Development Manager (Full Time 40hrs/wk)

Reports To

Executive Director

Salary & Benefits

- Salary – Full-Time Exempt; \$65,000 (reduced work-week available by mutual agreement)
- Benefits – Participation in NECC's Health Insurance plan; Up to 120 hours per year of Paid Time Off (6 hours accrued per pay period); Hybrid Role (4 days onsite, 1 remote workday per week)

About the Northeast Community Center (NECC)

The mission of NECC is to build and support a thriving and resilient intergenerational community in NE Portland. Guided by our values, NECC provides physical space and community-responsive programs that promote well-being, foster relationships, empower individuals, and center equity.

NECC is an independent non-profit community center in NE Portland that is in the former NE Family YMCA facility at NE 38th & Broadway. NECC fills a geographic "gap" in Portland Parks and Recreation Community Centers and indoor pools, and currently provides vibrant fitness, wellness, aquatics, and youth programs that are popular with NECC's immediate neighbors.

NECC envisions a thriving, empowered, resilient community where families, friends, and individuals of all ages, races, ethnicities, genders, sexual orientations, abilities, sizes, religions, income, and immigration status come together to foster physical, social, and emotional well-being for all.

Job Overview

The Development Manager is a new position aimed at ushering in a "renewal phase" for NECC and the community it has served for more than 20 years, while the facility has been in use for over a century.

Under new board and executive director leadership, NECC is currently in a positive budget position and is building momentum toward growth and long-term sustainability. This position is an opportunity for someone hungry to make their mark, deepen their experience, and be supported in professional development while helping the community that comprises NECC return to a path of stabilization and sustainability. As the organization successfully secures subsequent funding and continues on a path towards sustainability, this role has a clear trajectory toward broader leadership responsibilities.

In addition to general responsibilities that support and strengthen the organization, the Development Manager has three primary focus areas: Fundraising and Development, Strategic Communications and Marketing, and Community Outreach and Engagement.

Position Details

Fundraising & Development (55%)

In collaboration with the Executive Director, establish overall fundraising and development plans to meet the goals and objectives of NECC. Establish overall fundraising and development calendar and manage these efforts in the Executive Director's absence.

Individual Giving

Create and manage all aspects of a robust and expanding Individual Giving program in ways that engage and uplift the dedicated base of supportive members.

1. Manage all aspects of donor cultivation, engagement, stewardship, and retention.
2. Plan and manage annual campaigns and other direct mail and solicitations.

Foundation/Grant Program

Update and manage Foundation/Grant Program.

1. Research and identify grant opportunities.
2. Under direction of the Executive Director, craft grant proposals and applications.
3. Ensure timely submission of grant applications.
4. Build relationships between NECC and grantors.

Corporate Sponsors and Donors

1. Update and manage corporate giving and/or sponsorship programs.

Legacy Gift/Planned Giving

Create and begin implementation of a Planned Giving program.

1. Ensure program and administrative staff are familiar with campaigns.
2. Integrate Program management staff into development and fundraising events and activities as appropriate.
3. Work with program staff to identify new prospects for funding partners.

In partnership with Chair of the volunteer Resource Development Team (RDT), support Board Fundraising activities

1. Ensure that information about campaigns is communicated clearly and effectively to the RDT and Board members

Ensure proper maintenance of records of contributors, grants, and sponsors

1. Maintain security and quality controls.

Create new systems and procedures as necessary to ensure accuracy and efficiency in record-keeping

1. Manage all aspects of the Donor Database system (currently using Little Green Light).
2. Manage all aspects of the online donation system and third-party vendors (such as Stripe, etc.).
3. Oversee internal donor recognition.

Create and oversee special events that support Fund development

1. Lead volunteer recruitment and management for special events.

Strategic Communications and Marketing (40%)

1. In collaboration with the Executive Director, develop a long-range communications and marketing plan to increase public awareness of NECC's mission and programs.
2. In collaboration with the Executive Director, establish a timeline and implementation strategy for communications and marketing plan.
3. Oversee and direct communication and marketing efforts.
 - a. Coordinate with the Leadership Team to ensure that transactional communications are aligned with the overall communications and marketing plan.
 - b. Effectively coordinate use of engagement tools of the CRM system.
 - c. Oversee development of inspiring communications and marketing materials.
4. Enhance and grow cohesive digital and social media channels.
5. Provide marketing strategy and content to promote our programs.
6. Manage the annual communications calendar and strategy; design and implement communications campaigns through eblasts, social media, blog posts, and print materials.
7. Create and manage content for marketing and collateral materials, including annual reports, event and campaign materials, fact sheets, graphics, and other program and organizational materials (with design support from contracted graphic designer(s)).

Community Outreach & Engagement (5%)

1. Pursue, nourish, and maintain mutually beneficial partnerships with culturally-specific organizations.
2. Ensure that community engagement activities embed equity and align with NECC's strategic plan and needs of the community.
3. Coordinate with Program Managers to ensure that community engagement efforts support and leverage mission-focused programming.

Work Environment

- This job operates in a shared office environment and requires use of phones, computers, copiers, and other office equipment.
- Occasional evening and weekend work may be required.
- NECC is a diverse, inclusive, and equitable organization where all employees, volunteers, and clients, whatever their gender identity, race, color, ethnicity, national origin, age, sexual orientation or identity, education, disability, or socio-economic status, are valued and respected.

- This role operates in an onsite work setting. When hybrid work is appropriate and approved by the Executive Director, a professional, quiet, and distraction-free environment is required while maintaining availability and responsiveness during work hours. Reliable, ready technology is also required.
- Assist and participate in furthering NECC's commitment to equity and inclusion.

Required Skills and Competencies

This position requires the ability and commitment to:

- Minimum three years of direct development experience, including grants management, donor relations, fundraising events, and ideally having worked on at least one capital campaign.
- Comfortable proactively building new relationships through networking, outreach, and donor engagement, including making direct fundraising asks and securing financial support for the organization's mission.
- Superb written and verbal communication skills.
- Strong time-management skills and the ability to assess and manage priorities and organize and coordinate multiple projects at once.
- Ability to effectively use AI.
- Ability to maintain confidentiality and integrity.
- Analytical ability, good judgment, strong operational focus, and high ethical standards.
- Well-organized and self-directed, but also with the ability to work on a team.
- Detail-oriented and able to see the big picture.
- Proficiency in Google Suite and donor management systems, ability to learn how to navigate various CRMs.
- Desire to grow professionally into more advanced development roles at NECC.
- Self-organize, take initiative, and effectively manage multiple priorities.
- Exhibit commitment to teamwork and a positive team spirit.

Physical Demands

- While performing the duties of this job, the employee must be able to sit for prolonged periods of time and work in front of a computer monitor. This role is based in a bustling shared workspace and active community center; candidates must be comfortable working through occasional interruptions and surrounding conversations. Involves reaching with hands and arms, talking, and hearing. Must be able to lift and/or carry up to 20 pounds and ascend/descend two flights of stairs, unfortunately, our building is not currently ADA accessible. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Work occasional evenings or weekends as necessary.
- Local travel as necessary to acquire supplies.
- Collaborate with and support NECC staff at all levels of the organization.
- Has ability to travel approximately 5% –10% of the work year.
- Regular use of standard office equipment, including computers, phones, photocopiers, and filing cabinets is required.

What is it like to work at NECC?

- This position requires a flexible schedule to meet the unique demands of a membership facility. Throughout all levels of the organization, staff find meaning in their work and are connected to participants. NECC and the individuals who work here value learning, adapting, and growing.

To Apply

- Please apply through the link on our hiring page: necommunitycenter.org/get-involved

Timeline: Applications are due by 5:00 PM Friday, September 25th at the latest. Interviews will be conducted on a rolling basis. The interview process will begin with a phone screening, followed by two in-person follow-up interviews, with the goal of the selected candidate starting in **October 2026**. This timeline may shift depending on the number of applications we receive. If you have any questions about the status of your application, please reach out to jobs@necommunitycenter.org.