



Salem Keizer Coalition for Equality

Equity | Education | Empowerment

Salem Keizer Coalition for Equality Job Posting

Staff: Resource Development and Executive Assistant

Reports to: Executive Director

Salem/Keizer Coalition for Equality

www.skcequality.org

Posted: 4/16/2018

Location: Salem and Keizer, Oregon

Closing Date: Open until filled

Industry: Nonprofit, Education, Social Justice

Type: 1.0 FTE (average 40 hours per week)

Starting Salary Range: \$15.91-17.02 hourly

Type: Exempt

Benefits: 11 paid holidays, paid vacation, paid sick time, pension fund contribution, family friendly workplace, COLA.

About Us

The Salem/Keizer Coalition for Equality advocates for equity, education and empowerment by providing leadership and education opportunities to English language learners and underserved families of color. Our values are social justice and inclusion for all with equality in voice and power in institutions that serve the people, and equity in education and economic opportunities.

Description Summary

This position provides support for the executive director and resource development. This position requires an individual who manages multiple tasks simultaneously, possesses grace and composure under pressure, interacts with all staff positively in a fast-paced environment, solves problems creatively, takes initiative, attends to details, anticipates needs of executive director and responds nimbly to unforeseen circumstances. The person in this position must be flexible, patient, well organized, and proactive. Strong written and verbal communication skills are essential.

Supervision:

1. *Supervises other staff and/or volunteers (hiring/firing, discipline, direction, and performance reviews)?* No

Main Functions of the Position:

1. **Executive Support (33% of time)** – Manages Executive Director’s calendar; schedules appointments, meetings and events; coordinates master calendar; prepares board of directors’ meeting agendas and board meeting materials including updated policies and procedures, budgets, and financial reports; takes, prepares and distributes board and management meeting notes/minutes; participates in management team, strategic planning, and budgeting process.



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2. Resource Development (67% of time) –

- a. Grants: Supports Executive Director in preparing grant applications and grant reports; conducts grant research and manages grant calendar; tracks all grant files- electronic and in paper.
- b. Donor Engagement: Helps create fundraising plan; implements fundraising plan; increases donor communication and appeals through e-newsletters and quarterly print newsletter; builds relationships with major donors and individual donors; manages fundraising database; writes and tracks thank you letters; and creates reports.
- c. Event management: coordinates logistics for annual fundraising luncheon; builds relationship with and solicits business sponsorships; creates marketing material; and tracks event reservations.

Secondary Functions of the Position:

1. In partnership with communications staff, align all marketing on newsletters, social media and website.
2. Contributes voice to organizational discussions.

Skills Required to do the Work:

1. Excellent organizational skills; efficiency and effectiveness in managing multiple tasks.
2. Excellent interpersonal communication skills; ability to work well with and provide support to people with diverse backgrounds, education levels, etc.
3. Excellent written communication skills; ability to prepare correspondence, draft text for use with public information and grants, and present other information; ability to take and prepare meeting minutes.
4. Grant-writing
5. Sufficient Spanish speaking communication skills
6. Strong technical skills; basic math skills; ability to use computer software, including Microsoft Word, Excel, and donor databases.
7. Professionalism, including the ability to maintain confidentiality.

Other Helpful Skills:

1. Marketing
2. Research
3. Systems management

Knowledge and/or Experience Required to do the Work:

1. Knowledge of or ability to learn new computer software
2. Knowledge and understanding of education equity and education disparity issues.
3. Understanding of inequity in relation to race, ethnicity, gender, gender identity or expression, sexual orientation, national origin, age, or people experiencing disability.
4. Ability to articulate social justice, civil rights, immigrant rights, structural and institutional racism, bias, prejudice, and discrimination.
5. Experience with various cultures and populations



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6. Knowledge of marketing techniques

Other Helpful Knowledge and/or Experience:

1. Ability to read Spanish language
2. Experience coordinating special projects and conducting other research
3. Experience with non-profit organizations
4. Knowledge of local community resources.
5. Knowledge of foundations in Oregon

SKCE is an Equal Employment Opportunity Employer committed to a diverse, multicultural work environment. We strongly encourage people from diverse backgrounds to apply, including but not limited to: race, ethnicity, religion, gender, gender identity or expression, sexual orientation, national origin, age, or people experiencing disability.

Please email your cover letter, resume, application and addendum to nfreelander@skcequality.org.