



Position Title: Development Coordinator
Reports To: Development Manager
Department: Development
Status: NON-EXEMPT – HOURLY
Schedule: 40 hours per week, Monday – Friday during regular business hours; specific schedule will be agreed upon with your supervisor. Hours to be completed on-site at Raphael House’s confidential location.

Salary Range: \$25.96 - \$28.46 per hour, depending on experience (above \$26.96 per hour reserved for those who exceed Qualification criteria for position); additional \$.50 per hour offered if bilingual in English and Spanish. *Hiring wage is determined using a standardized process that considers employment and lived experience, applicable knowledge and skills, training, and education. Staff are paid twice monthly.*

Benefits: Raphael House offers a full range of benefits to full-time staff including 100% employer-paid health, dental, vision, long-term disability, and life insurance; FSA (Flexible Spending Account) with \$500 annual employer contribution; generous time off (with first year accrual totaling up to 30 days); retirement plan contribution match of 3%; an Employee Assistance Program with robust supportive resources; and extensive professional development opportunities.



Position Summary:

Under the supervision of the Development Manager and in collaboration with the Development team, the Development Coordinator supports agency fundraising and donor stewardship efforts. This position oversees gift processing and our donor database, ensuring timely entry, acknowledgement, and reconciliation, in addition to assisting with donor communication, cultivation, gift solicitation, and special events.

This position is represented by ILWU Local 5, and we are currently bargaining a first contract.

Application Deadline: Open until filled.

Applications will be reviewed and interviews scheduled as submissions are received. Early application is encouraged. **Cover letter, resume, and completed Raphael House employment application form must all be received in order to be considered.** There is also no such thing as the perfect candidate, so please apply even if you don't meet all the requirements. Just use your application materials to share the transferrable skills, experiences, and qualities you bring to the table!

About Raphael House:

Since 1977, Raphael House of Portland has helped survivors of domestic violence and their families find the safety, hope, and independence they deserve. We proudly provide family-centered, culturally responsive, and gender-inclusive services to a diverse community of more than 2,000 survivors annually. Our confidential emergency shelter is open and staffed year-round, 24 hours a day and our myriad wraparound programs continue supporting families every step of the way as they go on to build safe futures free from abuse. We couple these direct services with a Prevention Education program that teaches thousands of teens each year about equitable relationships and consent—with the goal of stopping domestic violence before it starts.

You'll love working with us because:

- Our employees have voted Raphael House one of the 100 Best Nonprofits to Work for in Oregon 7 times! In 2021 and 2023, we placed in the top 15th amongst medium-sized agencies. We



were also named one of the best Green Workplaces in 2019, 2021, and 2024.

- [Diversity, equity, inclusion, and accessibility are a priority here.](#) We're committed to the ongoing work of sustaining an environment where everyone at Raphael House – staff, volunteers, and survivors – feels safe, empowered, and can thrive.
- We are always learning and changing. Your ideas on how to make Raphael House a better place for survivors and staff really matter. Plus, we offer lots of ongoing training opportunities and each employee has an annual training stipend.
- We value self-care and taking breaks. In addition to generous paid time-off, we have a Wellness Committee dedicated to supporting staff, and so much more.
- We are a family- and community-centered organization and prioritize supporting staff with work life balance. We also have a culture of gratitude, where your hard work is appreciated!
- You receive gift cards to celebrate both your birthday and work anniversary each year.
- You get to take part in life-changing and life-saving work and help create a world without violence!

Essential Development Coordinator responsibilities:

- Work closely with the Development team on overall fundraising efforts, gift entry, reconciliation, and donor communications.
- Process donations, payments, and pledges (cash, checks, credit cards, wire transfers, in-kind, gift cards, Fee-for-Service, stock, etc.), code and enter gifts, and maintain up-to-date supporter information in our donor database and auction software.
- Maintain and manage our DonorPerfect database to support with donor communications, retention, and stewardship. Accurately enter, update, and retrieve donor and supporter data, while utilizing regular oversight to ensure best practices across the Development team. Track and identify metrics such as lapsed donors, giving levels, pledge collection reminders and deadlines, recurring gifts, and other data.
- Prepare acknowledgement letters and envelopes, along with supplementary materials; secure signatures from the Executive



Director, Development Director, or Development Manager as appropriate; and finalize for mailing, as needed. Regularly update content to keep messaging fresh and personalized.

- Track gift batches to ensure all donors are acknowledged in a timely manner (within 48-72 hours).
- Manage Raphael House's recurring donor program: Empowerment Partners. Oversee the engagement of existing members, including monthly gift processing, renewal reminders, and ongoing stewardship and communications, as well as efforts to expand membership and reach.
- Track and enter Gala in-kind donations, sponsorships, table and ticket sales, and all other gifts using auction software.
- Work closely with the Finance department to reconcile fundraising and accounting practices, including organizing and maintaining gift records for audit and IRS compliance. Work with Finance team staff in preparing month- and year-end financial reports.
- Provide excellent stewardship to donors in-person and through gratitude calls, emails, cards, and other types of communication.
- Collaborate with development team to improve and expand donor gratitude and engagement practices and communications materials.
- Directly respond to donor inquiries and questions, including problems or requests regarding acknowledgement, checks, credit cards, and/or stock gifts.
- Generate and format reports using our donor database and auction software, as needed. Utilize these to support with donor communication and retention, grants, mailing lists, moves management, gift tracking, etc.
- Track inventory of letterhead, envelopes, and supplementary print materials to initiate re-ordering and ensure sufficient stock levels at all times.
- Assist with soliciting in-kind donations (for general agency needs, Holiday Program, Gala, etc.); meet with donors to accept items; and help at our twice monthly Donation Drop-off events as needed.



- Assist with Raphael House events, including our annual Gala, and outside-organized fundraising events as needed.
- Other duties as assigned.

Supervisory responsibilities: N/A

What we ask of all candidates and team members:

- A passion for Raphael House of Portland's mission and values. You want to build a future free from violence and oppression!
- An understanding of – and/or desire to learn more about – the root causes of domestic and sexual violence, and how injustices intersect based on race, gender identity, sexual orientation, and ability.
- A desire to promote an anti-racist, inclusive, and culturally diverse and responsive environment.
- The ability to relate respectfully with people of diverse backgrounds and ages, and to utilize equitable and trauma-informed practices.
- Ability to maintain the confidentiality of our location and survivors.
- Shared commitment to practicing [community-centric fundraising principles](#).
- Excellent and respectful interpersonal, verbal, and written communication and organizational skills.
- Ability to stay organized and to meet deadlines, overcome challenges, improve overall processes, and protect confidential information.
- Ability to work independently and collaboratively with others, including with team members, staff, volunteers, board members, donors, and community partners.
- Ability to maintain a calm and positive demeanor under stress.
- Legal authorization to work in the United States.

Qualifications:

- At least 2 years of experience in fundraising, donor relations, and/or a related field (including customer service, database or



case management, etc.) with demonstrated track record of success.

- Preferred intermediate-level experience with utilizing, updating, and maintaining donor database or other customer/client management system(s). *We primarily use DonorPerfect, Greater Giving, and GiveSmart.*
- Lived experience as a survivor of interpersonal violence and/or trafficking is highly valued.
- Bilingual/bicultural highly preferred. *Additional \$.50 per hour offered for bilingual English-Spanish speakers.*
- Excellent attention to detail and highly efficient proofing skills to document, review, and track gifts of all types and sizes and identify errors.
- Strong writing and editing skills. Ability to engage donors thoughtfully and effectively in-person and in writing.
- Proficient in basic math and utilizing Excel, and ability to learn new technology as needed.
- Completion of 40-hour domestic and sexual violence advocacy training, or equivalent to be approved by the Executive Director OR expectation that training will be completed within first six months of employment (provided internally).
- Ability to read, write, and understand English.
- Current valid driver's license, safe driving record, willingness to operate agency vehicles as needed, and ability to commute throughout the Portland metro area and beyond to fulfill job responsibilities.
- Willingness to work a flexible schedule, including some evenings and weekends.
- Ability to lift up to 40 pounds as needed.

Work Environment:

This position will work in a traditional but fast-paced setting. Candidate must be able to work under deadlines and stress-inducing conditions. Must be able to lift at least 40 pounds, operate a vehicle, and move throughout our building, partner agency locations, and other sites, as needed. A domestic violence agency environment can potentially shift from stable to highly-



charged and all employees must remain flexible, calm, and creative.

To apply:

Please submit a cover letter, resume, and completed employment application form (found on our website at the link below) to Connor Magee, Development Manager, at cmagee@raphaelhouse.com or mail to 4110 SE Hawthorne Blvd. #503 Portland, OR 97214. **Applications will be reviewed as they are received, and the position will remain open until filled.** *No phone calls please, except to request a reasonable accommodation for a disability at (503) 243-5128.*

Download our employment application form from our website at <https://raphaelhouse.com/employment-opportunities/>.

Cover letter, resume, and completed Raphael House employment application form must all be received in order to be considered. If any of the three application materials are missing or incomplete, your submission will not be considered.

Raphael House of Portland is an Equal Opportunity Employer

Did you notice our font is large? This is done for accessibility purposes; it is recommended to use at least 14pt font size.

