



[www.fhpdx.org](http://www.fhpdx.org)

## Development Assistant

Friendly House values equity, diversity, and inclusion. People with lived experience in communities of color and other marginalized groups are encouraged to apply.

### **Job Overview**

Over 40% of Friendly House's \$2.8 million operating budget comes from fundraising. The Development and Marketing Department raises this revenue with a combination of individual and business contributions, private foundations, and special events. At least 50% of this position will be spent working on special events. The other 50% of this position is flexible and will support the Development and Marketing team with our most pressing needs. This is a 40-hour a week position requiring scheduling flexibility dependent on events.

The Development and Marketing Department is made up of a team of six full-time employees and one half-time employee.

### **Responsibilities and Duties**

50% of this position will involve supporting Friendly House events:

- Support Special Event Coordinator and Development Director in event planning and implementation.
- Errands and deliveries.
- Communication with supporters.
- Assist with data entry, tracking for events.
- Procurement of in-kind donations.
- Event set-up, execution, and clean-up.

50% of this position will involve general Development support:

- Handwritten thank you notes.
- Donor stewardship support – phone calls, deliveries, tour reservations.
- Administrative duties – scanning, filing, letter writing, printing, errands (including distribution of marketing and development materials), bulk mailings, and research.

- Tabling at public events.
- Grant writing.
- Other duties as assigned.

### **Qualifications**

- Two years of college level course work.
- Prior office and/or event experience preferred.
- Ability to use Microsoft Office suite.
- Ability to lift at least 40 lbs. and go up and down stairs.
- Candidate must possess valid driver's license and have access to a private vehicle.

### **Requirements**

- Excellent customer service and office administration skills.
- Good judgment and attention to detail.
- Strong writing skills and excellent handwriting.
- Excellent communication (both verbal and written) and people skills.
- Passion for Friendly House's mission.

### **Benefits**

Health and dental package valued at \$5,000/year and up to a 4% employer match on employee contributions to our 403(b) retirement plan, paid vacation, sick leave and holidays (prorated based on FTE). Free access to day camps for employees' children ages 5–12 (winter and spring break, summer camp), as well as free after-school care for children ages 5–12. At least a 50% discount on preschool fees for children ages 3–5 who meet all other enrollment eligibility. Steeper discounts will be made available for families who qualify for scholarships. A Friendly House fitness membership and discounts on some activities are also provided.

**Send resume and cover letter (required) to:**

**Email (PDF preferred):**

[hr@fhpx.org](mailto:hr@fhpx.org)

### **Mail:**

Hiring Manager  
Friendly House, Inc.  
2617 NW Savier St.  
Portland, OR, 97210

Reviewed by RF 9.12.22

Reports To: Director of Development and Marketing  
Posting URL: <https://www.fhpdx.org/jobs/>  
Travel Required: No travel required  
Position Type: Full time /non-exempt. 40 hours per week. \$18.00 per hour.

Job Conditions: This job is performed at the Friendly House campus and other occasional event sites. Primary workspace is in a shared office in a non-ADA-accessible building. All FH staff members will be expected to adhere to state and local guidance on COVID-19 safety measures. All Friendly House employees are required to be vaccinated against COVID-19 and practice all Covid safety measures as indicated by the CDC and other health authorities. Hiring is contingent on successful criminal background check.

Date Posted: September 12, 2022  
Posting Expires: September 25, 2022

### **Notice of Non-Discrimination**

It is the policy of Friendly House to treat all people with dignity and respect. The agency prohibits discrimination based upon race, sex, religion, color, gender, identity, age, national origin, marital or familial status, pregnancy, sexual orientation, citizenship status, military service, veteran status, housing status, source of income, political affiliation, union affiliation, physical ornamental disability or other protected status in accordance with applicable law. In addition, we shall not discriminate against minority-owned, women-owned or emerging small business.

### **About Friendly House**

Friendly House, a nonprofit neighborhood center and social service organization, promotes the interdependence of people from all walks of life to meet educational, recreational, and human service needs in the Portland Metropolitan area. Friendly House creates opportunities for people of all income and age groups to increase social capital, which we define as the bonds that encourage mutually beneficial support. We operate three major programs in Portland: Community Services, Community Center, and our Children's Programs. Founded in 1930, the organization has remained true to its settlement house roots, giving special attention to the needs of people facing extraordinary challenges, including children, low-income families, older adults and LGBTQ+ older adults, to assure their inclusion in the fabric of society. We encourage applicants to visit our website ([www.fhpdx.org](http://www.fhpdx.org)) to learn more.

Reviewed by RF 9.12.22