



www.fhpdx.org

Development Data 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

This position assists the fundraising efforts of Friendly House with donor and foundation data support. 50% of the Data Assistant's position will be spent with data entry and receipting for all donations and the other 50% will be spent supporting our grants program. Assistant must have genuine enthusiasm for Friendly House's mission and programs and be committed to the success of the agency's fundraising goals. This is a 40-hour a week position.

Responsibilities and Duties

- Donation data entry.
- Donation receipting.
- Database reconciliation with Finance Department.
- Invoicing and tracking for our pledged and monthly giving program.
- Donor stewardship – tracking and maintaining our system of thanking donors in a timely fashion.
- Produce database reports as necessary.
- Handwritten thank you notes.
- Maintain a calendar of all Friendly House's annual planned grants and reports.
- Foundation grant tracking and reporting.
- Provide support for staff working on grants. Reminders, research, collecting necessary information and documents, and other support as needed.
- Maintain our digital grant files with updated information, copies of proposals, award letters, and pertinent communications.
- Administrative duties – scanning, filing, letter writing, printing, errands, and research.
- Grant writing as assigned.

- Other duties as assigned.

Qualifications

- Office experience preferred.
- Data entry experience – Donor Perfect Online and Greater Giving get you bonus points.
- Comfortable with the Microsoft Office suite and OneDrive/SharePoint.

Requirements

- Excellent customer service and office administration skills.
- Good judgment and attention to detail, especially regarding data entry and proofreading.
- Strong writing skills and excellent handwriting.
- Excellent communication (both verbal and written) and people skills.
- Passion for the Friendly House 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

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. 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,

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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) to learn more.