



www.OurCommunityBirthCenter.org
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Updated - November 16, 2020

Job Posting: Development Coordinator, Our Community Birth Center

Are you an organized, self-motivated professional with fundraising experience? Would you like to put your skills and expertise to use in an organization committed to equity, social justice, and anti-racism? Are you excited by the chance to join a nimble, flexible team in a community-based midwifery birth center and health clinic? If you said “Yes” to any of these questions, we may have the perfect job for you!

Our Community Birth Center is a community-focused organization that is growing and evolving even as we recruit for this position. We are seeking a Development Coordinator to serve as our primary fundraiser, working with the Executive Director and our Board, Staff, and Volunteers to collaboratively develop and manage diversified funding streams. We want you to work with major donors, granting agencies, and our local community to establish networks and grow a portfolio of support. We want you to organize fundraising events, manage and optimize our communications and community outreach, and cross-train and work collaboratively with our dynamic team. We want you to be as committed to our mission as we are and know you will have a huge impact on our community.

Requirements, Education, and Experience:

- Bachelor’s degree in fundraising, business, communication, marketing, human services, liberal arts, or related field; an equivalent level of education and experience may substitute for a degree.
- One year of successful experience in development, fundraising, marketing, public relations, sales, community organizing, and/or donor relations activities.
- Proficiency with Microsoft Office products, Google Suite, Zoom, donor management systems, and a willingness to learn other computer databases and tools as needed.
- Ability to read, write, and speak Spanish preferred, not required.
- Expected to travel throughout Lane County and occasionally to other parts of Oregon.
- Must complete background check and driving record check successfully meeting our criteria.

Position type: Salaried staff position.

Salary: \$36,000 - \$48,000 / year salary. Starting salary based on experience level and hours (FTE).

Benefits: Portion of health insurance premiums covered by employer

Hours: 30 - 40 hours / week anticipated. We are pleased to offer flexibility for this role to choose *part-time* or *full-time* work. Salary will adjust depending on hours (FTE).

How to Apply:

Apply by submitting the following by email to employment@ourcommunitybirthcenter.org.

- Resume
- Cover letter detailing how your skills and experience make you qualified for the role
- Name, email address, and phone number for 3 professional references (references will not be contacted without prior notification to the applicant)

Application review will begin 11/16/2020 and continue until the position is filled.

Equal opportunity employer:

It is the policy of Our Community Birth Center (OCBC) not to discriminate on the basis of disability, race, color, national origin, age, sex, religion, language, ethnicity, socio-economic status, sexual orientation, gender identity, marital status, veteran's status, or any other protected class. This policy applies to all OCBC programs and operations, including but not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all of our board, staff, clients, volunteers, subcontractors, and vendors.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact the Executive Director to request an accommodation.