



**We are pleased to announce that we are seeking qualified applicants for the position of  
HEALTHY BEGINNINGS – DONOR RELATIONS SPECIALIST  
TEMPORARY**

**POSITION(S): 1**      **Healthy Beginnings – Donor Relations Specialist - Temporary**  
**40 hrs/week, flexible Mon-Fri (occasional weekends as required), 240 days**

**LOCATION:**            **Bend**

**START DATE:**        **As soon as possible**

**SALARY RANGE:**     **As established by bargaining agreement, Classified Wage Schedule, no less than \$14.90/hr**  
**Benefits include family insurance package, sick leave and paid holidays**

**QUALIFICATIONS:    DEFINITION**  
 This position is responsible for implementing and enhancing existing fundraising strategies so Health Beginnings can achieve its mission of improving lives by ensuring all children in Central Oregon enter kindergarten healthy and ready to succeed. Under leadership of the Healthy Beginnings' Executive Director and working with the program's Board of Directors, the Donor Relations Specialist will assist the organization in the implementation of a sustainable fundraising model with measurable outcomes. The Donor Relations Specialist provides skills and abilities to assist in the programs growth and expansion.

**QUALIFICATIONS**  
 Bachelor's degree in Business Administration or Communications or related field. Solid communication and presentation (public speaking) skills. Grant writing experience and grant reporting to meet the requirements of foundations and government grants. Effective written and oral communication, organizational, and interpersonal skills. Knowledge of and ability to work with ETapestry or comparable donor databases software, Microsoft Office, graphic development software and other Windows-based software. Experience that demonstrates the ability to assist and meet fundraising goals, manage multiple projects, and participate in future planning is essential. Ability to work with volunteers and as part of a team in a cooperative manner. Willingness to work a flexible schedule, including some evenings and weekend for fundraising, donor relations, Chamber events, and screenings. Ability to perform significant reaching, bending, stooping, crouching and lifting 50 pounds is expected. Must have access to reliable transportation, and consistent attendance is required

Please see attached job description for additional information and responsibilities.

**APPLICATION PERIOD:**      **Open until filled**

**CONTACT:**                **DIRECT YOUR INQUIRES REGARDING THIS POSITION TO**  
 Holly Remer, 541.383.6357 or [holly.remer@hdesd.org](mailto:holly.remer@hdesd.org)

- A COMPLETE APPLICATION INCLUDES**
- Letter of interest stating how your background experience qualifies you to assume the responsibilities of this position
  - Current résumé
  - Completed application form (may be downloaded from HDES website [www.hdesd.org](http://www.hdesd.org) )
  - Three (3) professional letters of recommendation

**DIRECT YOUR MATERIALS REGARDING THIS POSITION TO**  
 Kristen Johns, Human Resources Supervisor  
 High Desert ESD  
 2804 SW Sixth Street  
 Redmond Oregon 97756  
 Fax 541.693.5601  
[kristen.johns@hdesd.org](mailto:kristen.johns@hdesd.org)

If you currently hold a regular position with HDES, you may apply by submitting a cover letter, an up-to-date resume including your current position, and an up-to-date list of references.

High Desert ESD is an affirmative action equal opportunity employer and complies with federal and state statutes that prohibit discrimination on the basis of race, color, national origin, religion, sex, age, disability or marital status. If you have a disability and need an alternate format in order to complete the employment process, you may call Human Resources at (541) 693-5600. Please leave a message describing the alternate format needed. The ESD is committed to maintaining a drug-free workplace and strictly complies with drug testing policy. Employment with HDES requires employee's wages be paid via direct deposit to a bank account or paycard.

APPROVED:            6/30/16
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <b>DIRECTOR OF HUMAN RESOURCES</b> <b>Posting # C16-17/109-5919</b>

## **DONOR RELATIONS SPECIALIST- HEALTHY BEGINNINGS**

### **Definition**

This position is responsible for implementing and enhancing existing fundraising strategies so Health Beginnings can achieve its mission of improving lives by ensuring all children in Central Oregon enter kindergarten healthy and ready to succeed. Under leadership of the Healthy Beginnings' Executive Director and working with the program's Board of Directors, the Donor Relations Specialist will assist the organization in the implementation of a sustainable fundraising model with measurable outcomes. The Donor Relations Specialist provides skills and abilities to assist in the programs growth and expansion.

### **Qualifications**

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### **Essential Responsibilities**

1. Working with the Executive Director and the Board of Directors, develop and implement effective strategies to request and obtain financial support from individuals, foundations and corporations including preparation of grants and other written materials, coordination of and staff support for face-to-face and telephone contacts by Board members, committee members, and staff.
2. Maintain donor database; prepare and present donor reports to management staff; recommend necessary changes or adjustments to Healthy Beginnings donor goals
3. Track and report quarterly fundraising cash flow projections to the Executive Director.
4. Provide adequate donor related feedback and projections to Healthy Beginnings Executive Director
5. Track and support relationships with key corporate sponsors and follow-up on proposals to corporations.
6. Compose all donor related correspondence such as donor acknowledgments and thank you letters
7. Assist with the planning and implementation of annual fundraising events such as Grin and Bear It Run, Girls Night Out, and Champions for Children Luncheon in partnership with the staff and the Board.
8. Record and manage the process for identifying and procuring in-kind contributions.
9. Provide adequate feedback and projections to Healthy Beginnings Program Director.
10. Represent Healthy Beginnings at meetings and events related to fundraising and development
11. Manage and participate in Healthy Beginnings financial and donor goals, objectives, and policies
12. Assist with volunteer recruitment as needed
13. Participate with and support screenings and other (non-fundraising) outreach activities
14. Perform related duties and responsibilities as required

**Classification**    Classified

**Reports To**        Healthy Beginnings Executive Director

**Terms of Employment**    Salary, benefits and vacation are established by policy, funding specifications and the collective bargaining agreement.