



Development & Communications Specialist (.5 FTE)

The Shadow Project is a small, 501(c)3 nonprofit organization that helps students with disabilities become **confident and engaged learners**. We serve 1,200 Portland-area boys and girls grades K-8 whose learning challenges include ADHD, dyslexia, autism and communications disorders. Because we believe these children possess tremendous potential, The Shadow Project **partners with special education teachers** to help struggling students **turn I can't into I can**.

Position Summary: The Development & Communications Specialist works closely with the Executive Director to carry out the development and communications components of The Shadow Project's strategic plan. The Specialist's primary responsibilities include coordinating our direct response program, giving clubs, donor stewardship, events, promotions and marketing/PR. This individual also oversees the organization and storage of our development and communications records and materials.

KEY RESPONSIBILITIES:

- Create annual communications calendar, including appeals, eBlasts, press releases, etc.
- Strengthen and grow Friends of Shadow leveled giving club.
- Refine and implement annual direct response program, including appeal copy, design, distribution, testing and analysis
- Assist with grant proposals and reports
- Assist Executive Director with implementation of all pending fundraising projects
- Recruit and coordinate volunteers as needed
- Create/update and maintain marketing/communications materials (fact sheets, packets, etc.)
- Manage web content and updates. Create-e-newsletter
- Help plan and implement development and communications events and promotions
- Develop and implement recognition plan for constituents who donate funds, goods, and professional services (include standard and special recognition)
- Help build bequest pipeline to establish endowment (Shadow's Best Friends Forever)
- Maintain development and communications files (i.e. printed materials, events, etc.)
- Maintain constituent database

KNOWLEDGE AND SKILLS:

- Strong project management skills
- Excellent organizational skills and attention to detail
- Exceptional written and verbal communication skills
- Strategic, creative thinker
- Experienced in social networking and website usage
- Strong computer skills including Microsoft Office, Photoshop
- Experience with direct response, desktop publishing, and Salesforce a plus
- A sense of service and commitment to mission of The Shadow Project

EDUCATION AND WORK EXPERIENCE:

- Bachelor's degree
- At least 3 years' experience working in nonprofit development/communications

OTHER:

While this position is half-time at the onset, we will also be seeking a .25 Program Coordinator in September. Persons with a background in both development and program should indicate this in their cover letter, as we will consider combining positions for the right candidate.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is occasionally required to stand, walk, and/or sit. The employee must occasionally lift and/or move up to 25 pounds. The employee may work out of his/her home, and will be required to travel in TSP's service area (primarily Portland).

GENERAL REQUIREMENTS:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required for the position.

TO APPLY:

Send your cover letter, resume and references to The Shadow Project, 6663 S.W. Beaverton Hillsdale Hwy. #108, Portland, Oregon 97225 or email to: shadowproject@comcast.net. Review of applications will begin in late June 2010 and continue until filled.