



The Shadow Project is a beacon of hope for my students.
-Shannon Cooper, special education teacher

Changing Lives for Children with Learning Challenges

Assistant Director .5 FTE

The Shadow Project is a small 501(c)3 nonprofit that partners with teachers to close the achievement gap for children with complex learning challenges. We do this by providing special educators in 28 Portland-area schools (a total of 1,200 students annually) a turnkey program that empowers them to help students achieve personal and educational goals and turn “I can’t” into “I can!”

Position Summary: The Assistant Director (AD) works closely with the Executive Director and Board leadership to carry out the fundraising, marketing and communications components of The Shadow Project’s strategic plan. This includes: securing resources needed to meet budget goals and build sustainability; marketing and public relations to expand community outreach; managing/expanding our emerging advisory board; and streamlining operational processes.

For the right individual, this position has strong potential for growth and advancement.

KEY RESPONSIBILITIES:

- Grow our base of individual and business donors. This includes direct response which involves segmenting donors and preparing customized snail mail and e-appeal copy, and analyzing results.
- Manage foundation/corporate grants and reports, including building relationships with the nonprofit community
- Create annual communications calendar, including appeals, eBlasts press releases, etc.
- Create and maintain marketing/communications materials (fact sheets, packets, etc.)
- Write and produce quarterly e-newsletter
- Help to plan and implement events and promotions
- Implement recognition plan for constituents who donate funds, goods, and professional services (include standard and special recognition)
- Supervise volunteers/contractors as needed
- Help build bequest pipeline to establish endowment (Shadow’s Best Friends Forever)
- Oversee the organization and storage of our development and communications records and materials.



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KNOWLEDGE AND SKILLS:

- Strong project management skills
- Demonstrated fundraising and networking abilities
- Excellent organizational skills and attention to detail
- Exceptional written communication skills
- Ability to work independently and as a team member
- Strategic, creative thinker
- Strong computer skills including Microsoft Office products
- Experience/connection with the business community a plus
- Direct response and desktop publishing experience a plus
- A sense of service and commitment to The Shadow Project's mission

EDUCATION AND WORK EXPERIENCE:

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

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 works out of his/her home, and will be required to travel in TSP's service area (primarily Portland, and occasionally, Washington and Yamhill Counties).

GENERAL REQUIREMENTS:

The above statements are intended to describe the general nature and level of work being performed by an individual 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:

Email your cover letter, resume and writing sample to: Christy@shadow-project.org
Salary is commensurate with experience.

Applications will be accepted through July 7, 2011.