



We're Hiring a Development and Operations Coordinator

[Next Up and Next Up Action Fund](#) amplifies the voices of diverse young people to achieve a more just and equitable Oregon.

We create lasting systemic change through youth organizing, advocacy, and civic engagement. Ultimately, our work is rooted in the belief that by investing in young people's collective power, we are able to build towards a liberated and just future. We're Next Up, and we want you to join us!

About the Job

Next Up is seeking a committed, resourceful, full-time Development and Operations Coordinator. This person will work jointly with the Executive Director and Development Manager on both external fundraising efforts and internal office management. A successful candidate will lead on tasks related to the stewardship of monthly donors, expanding a monthly membership program, streamlining internal operations including payroll and reimbursements and have a passion for youth, racial and social justice.

The ideal candidate will have fundraising and/or operations experience or a strong desire to learn and build these skills. Next Up intends to deeply invest in the professional development of this position so they can grow and develop within the organization.

Fundraising Support & Monthly Donor Sustainability

- Manage our monthly donor program – including sustaining and growing the program
 - In collaboration with the Development Manager, set goals and develop plans to retain and grow our monthly donor base
 - Lead the planning and execution of our annual Monthly Donor Competition, involving obtaining prizes, recruiting volunteers and coordinating a week of phone banks
 - Maintain monthly donations by reaching out to donors about failing credit cards and lapsed donations
- Lead donor stewardship efforts, including sending donation acknowledgment letters and leading efforts around regular thank-you phone banks and mailings
- Ensure thorough record-keeping, including timely data entry/processing, high quality data, contributing to standardized data conventions within EveryAction 8 and other tools

Operations and Internal Systems Maintenance

Office Management/Executive Support

- Coordinate and oversee the day-to-day management of supplies, equipment, and facilities for the organization;
- Ensure all holidays and organizational milestones are accurately entered in staff calendars
- Maintain files (physical and virtual) and records with effective filing systems; and monitor office expenditures and handle all office contracts with support from the Executive Director (rent, service, other vendors etc.).
- Assist in scheduling for Executive Director and identify opportunities to improve the organization's operations and administrative policies, and spearhead other administrative tasks as needed.

Human Resources Liaison

- Manage the onboarding/offboarding of new staff including; co-leading with other staff the new hire orientations, processing new hire paperwork, and ensuring new employees feel supported & confident in their new role.
- Coordinate all organizational deadlines for expense reports, time sheets, and other scheduled tasks with staff and managers.

General Support

- Engage in organizational decision making and planning processes
- Attend board meetings and board committees as assigned
- Contribute to “all hands on deck” efforts like events and campaigns that forward our goals

Desired Qualifications

- **Commitment to Next Up's mission:** passion for youth, racial and social justice, with an appreciation for the role of youth organizing in social change and movement building
- **Investment in learning:** continually expanding your analysis and knowledge about the role that racial inequity plays in our society, and committed to deepening your racial justice work
- **Commitment to confidentiality:** Commitment to professional ethics in working with highly confidential, sensitive information
- **People oriented:** Able and excited to build and maintain relationships
- **Manages a high volume of work with efficiency:** Has, or can create, a system for keeping tasks from slipping through the cracks. Able to juggle competing demands and prioritize without sacrificing quality. Plans backwards to make deadlines.

- **Pays attention to detail:** Notices and fixes errors that others might overlook. Acknowledges mistakes and turns them into learning opportunities. Has a track record of leaving things better than they found them. Excellent writing, editing and research skills and an ability to create professional emails, spreadsheets, and presentations
- **Is reliable:** Follows through on commitments. Communicates updates if an agreed-upon goal or plan isn't on track, in order to problem-solve together.
- **Innovates:** Looks for opportunities to improve the organization's operations, administrative policies, and grassroots fundraising approaches

Preferred but not required

- Knowledge of development best practices and context – including fundraising campaigns, annual giving, grant writing, Community Centric Fundraising, and a social justice analysis of fundraising
- Experience managing call time
- Working knowledge of EveryAction 8

Logistics and Application Instructions

Position Type: Full-time, salaried position with occasional evening and weekend work required.

Deadline: Final application deadline is **May 15th at 11:59pm**. We will hold candidate interviews May 19th & 20th.

Start Date: Ideally, June 6th, 2022.

Salary and Benefits: \$45,100 salaried. Our benefits include medical, vision, and dental coverage (with 100% of the premium covered by the employer), a laptop computer, professional development funding, cell phone and work from home stipends, flexible scheduling, 401k retirement matching, 24 days of PTO per year, and paid holidays including a two week office closure in December each year.

Location: Currently, we work remotely. We expect to return to a hybrid model of work, with in-person activities taking place at our office in SE Portland. We expect all staff to take COVID safety precautions, and adhere to our in-person policies once they are finalized.

To Apply: Please send a cover letter and resume to hire@nextuporegon.org and in the subject line put **Development and Operations Coordinator**. Those missing a resume or cover letter will not be considered.

Together with your resume, please send a 1-page cover letter that includes your responses to the following questions:

1. How do you relate to Next Up's mission (found on our [website](#))?
2. What interests you most about this position?
3. How would your skills and experiences (personal and professional) translate into success in this position?

Next Up is an equal opportunity employer. We do not discriminate based upon race, religion, color, national origin, sex (including pregnancy, childbirth, reproductive health decisions, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

We believe our work is stronger when it benefits from the experience, knowledge and wisdom of people who have faced systemic barriers, and encourages applications from candidates with any of the lived experiences mentioned above. If you're excited about this position we hope you apply – no one ever meets 100% of the qualifications.

