



## Oregon Network of Child Abuse Intervention Centers Position Announcement and Description

Position: **Partnerships Manager**

Reports to: **Executive Director**

Status: **Full-time**

Location: **1827 NE 44<sup>th</sup> Ave., Portland, Oregon**

For over 25 years, the Oregon Network of Child Abuse Intervention Centers (ONCAIC) has partnered with local communities and their child abuse assessment experts to strengthen solutions for child abuse. We are Oregon's only statewide 501(c)(3) nonprofit agency that fights to end all forms of child abuse by providing high-quality intervention, therapeutic services, and prevention education for children with concerns of abuse.

Our 20 children's advocacy centers (CACs), serving all 36 counties, play a critical role by both ruling "in" and ruling "out" child abuse, and providing support services to child victims in need of healing and justice. Simply put, we are a force multiplier with positive connections with the 275 experts working with children across Oregon.

Generally, our work is best described as "capacity building" support for our 20 partners. Capacity building is defined by the National Council of Nonprofits as "doing whatever is needed to bring a nonprofit to the next level of operational, programmatic, financial, or organizational maturity, so it may more effectively and efficiently advance its mission into the future. Capacity is not a one-time effort to improve short-term effectiveness, but a continuous improvement strategy toward the creation of a sustainable and effective organization." Our work is always evolving and can include activities, such as the following: identifying a communications strategy, improving volunteer recruitment and onboarding, managing a resource bank, creating toolkits or trainings, improving how outcomes are measured, operating communities of practice, implementing media campaigns, and many more. We are an accredited state chapter of the National Children's Alliance, which connects us to a rich bank of resources and expertise from other state chapters, regional trainers and supporters, and national experts.

We will be rebranding to Oregon Child Abuse Solutions and launching a new website in April 2020, so this is an exciting time to be joining our small but mighty team.

### **SUMMARY:**

The Partnerships Manager will play a critical role in building partnerships that benefit our statewide effort, developing resources and cultivating opportunities for our 20 children's advocacy centers. The ideal candidate should have excellent customer service skills and a solid foundation in providing direct service. They will understand the value of and enjoy providing training, technical assistance, mentorship, policy, advocacy, and facilitating connection among Network members. This position is ideal for a development professional who thrives on the challenge of securing resources for a critical cause and also wants to grow their skills in project management, event facilitation and planning, grant writing, community of practice facilitation and programming, capacity building with associations or networks, and/or corporate relations.

### **ESSENTIAL FUNCTIONS:**

The following are estimates of time allotted for each category. These estimates may vary depending on projects and opportunities. We are a small staff of three so flexibility, ability to work autonomously, and initiative taking are necessary qualities for our candidate.

#### **ADVANCEMENT AND DEVELOPMENT (60%):**

- Help grow and manage a portfolio of strategic partnerships with a broad range of stakeholders that include local, regional, and national level foundations, corporate funders, and individual donors.

- In partnership with the Executive Director and Board of Directors, create a strategic development plan and establish annual targets and work plans in relation to the following fundraising strategies: major gifts, events, sponsorships, trainings, foundation grants, in-kind solicitations, and planned giving.
- Directly solicit gifts from business, foundations, and individuals, and support others soliciting gifts.
- Create and implement an internal and external community outreach strategy to build stronger relationships within the Network and with the greater community.
- Identify new donor prospects, conduct outreach, and create donor cultivation and stewardship strategies for individual donors, corporations, and foundations.
- Write grants and proposals, as needed, to further our mission.
- Manage at least one small-moderately sized fundraising event per year.
- Support CACs with technical assistance for grant writing, appeal letter writing, sponsorship packages, internal policy writing, any other communications, and help to build their skills in communicating with identified audiences like foundations, corporations, and legislators.
- Maintain content and data for all materials including direct mail appeal, campaign-specific and project specific solicitation materials, and maintaining a folder of our most relevant and persuasive materials

**TECHNICAL ASSISTANCE AND COLLABORATIVE PARTNERSHIP STRATEGIES (20%):**

- Work alongside children’s advocacy centers, particularly rural and under-resourced centers, to identify ways the Network can help build their capacity
- Build a knowledge bank of vetted, programming and internal policy resources accessible to CACs.
- Provide project management support as needed for statewide partnership initiatives, such as the rural steering committee, prevention education community of practice, traveling media tours to CACs, production of an all CAC awareness video, statewide communications strategies, etc.

**MARKETING AND COMMUNICATIONS (10%):**

- Support effective implementation of our new brand through creation and update of new marketing materials, including, social media posts, flyers, paper newsletters, etc.
- Support the ED with gathering content, writing and editing e-newsletters, blogs, other communications

**BUILD INTERNAL SYSTEMS (10%):**

- Work in WordPress to update new website as needed
- Help gather data, qualitative and quantitative, which tells the story of CACs and children affected by child abuse in Oregon, and engage in issue-specific research as needed
- Assist the ED as needed with coordination of events and projects
- Limited volunteer management.

All other duties as designated by the Executive Director or added to the scope of this position

**QUALIFICATIONS:**

- Associate or Bachelor Degree
- Past experience developing funds for a nonprofit
- Relationship building, conflict resolution, and meeting facilitation skills
- Experience planning, scheduling, coordinating, and/or facilitating projects, committees, events, etc.
- Proficiency with Mac OS, Word, Excel, PowerPoint, and Gmail

**A BACKGROUND IN THE FOLLOWING ARE DESIRED BUT NOT REQUIRED:**

- Experience working from a statewide lens
- Experience working in the field of child abuse
- Experience working in small nonprofits or businesses
- Experience in social media, website maintenance, communications, grant writing
- Ability to work in Adobe Creative Suite, Canva, Piktochart, Constant Contact, Bloomerang, Wordpress

**PROFESSIONAL ATTRIBUTES:**

- Has a passion for our mission

- Strong attention to detail and oral/written communication skills
- Self-driven; able to be productive and to thrive in a flexible and autonomous work environment
- Manages time, resources, and complex workload priorities
- Ability to be effective in presenting ideas, transmitting information, and conveying concepts to individuals or groups of people of varying educational, cultural, and experience levels
- Promotes a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds, and values – including tolerance for those with beliefs different from your own
- Demonstrates professionalism and maintains composure in high stress situations
- Thinks strategically, accepts and gives feedback, and feels comfortable taking on leadership roles

**OTHER INFORMATION:**

This is a regular, benefited, full-time, exempt position working Monday through Friday. Weekends and evenings will be required as necessary. ONCAIC provides Kaiser medical, dental, and vision insurance, paid holidays, and 20 Paid Time Off (PTO) days per year. Travel within Oregon is frequent, typically 4-5 times per year. National travel will be required as necessary but is less frequent, roughly once per year.

Employment is dependent upon the successful completion of a background check, including criminal and child protection clearances.

**SALARY:** \$50,000 - \$65,000 DOE

To Learn More about our work - ONCAIC: [www.childabuseintervention.org](http://www.childabuseintervention.org); NCA: [www.nationalchildrensalliance.org](http://www.nationalchildrensalliance.org)

**To apply please submit the following to [jobs@childabuseintervention.org](mailto:jobs@childabuseintervention.org) by March 2nd, 2020:**

- A cover letter addressing the required/desired qualifications and presenting any other applicant characteristics that deserve emphasis
- Current resume

Oregon Network of Child Abuse Intervention Centers is an equal opportunity employer committed to the principles of diversity, equity, and inclusion.