

## **Refugee Care Collective**

### **Director of Community Partnerships**

Refugee Care Collective serves diverse populations of refugees who are resettled in Oregon as they rebuild their lives and step more fully into self-sustainability.

Since 2015, we have served over 4,000 refugees through our Restart Kits, Family & Youth Mentorship, and Emergency Relief programs. Through strategic partnerships, community mobilization, and direct service programs, we are re-envisioning refugee care and what it means to walk alongside our newest neighbors.

We are seeking a motivated and experienced leader with a vision for partnership and mobilization of the community to make a felt difference in the lives of refugee families and youth. Our candidate will be an independent and results-driven professional, possessing the skills and strategies to grow our programming and impact in Oregon and beyond.

#### **Position Overview:**

The Director of Community Partnerships is responsible for all aspects of fundraising and strategic partnerships with businesses, foundations, faith communities, and individual donors. This position manages the ongoing development and implementation of comprehensive fund development strategies, building a foundation that will support refugee families and youth for decades to come.

This is a full-time, salaried exempt position that reports to the Executive Director.

#### **Primary Responsibilities:**

##### **Fund Development**

- Develop and execute annual fundraising plan to expand donor base through diverse revenue sources.
- Develop and implement plans to cultivate, solicit, and steward top donors and prospects including business partners, foundations, faith communities, and individuals.
- Grow and maintain Refugee Care Collective's Monthly Giving Community to 40% of total revenue, increasing the number of monthly donors through events and promotion.
- Develop and execute web-based fundraising campaigns.
- Implement corporate sponsorship opportunities for Refugee Care Collective programs.
- Research and identify potential grant funders, lead application processes and secure grants that meet program and organizational needs. Provide all grant maintenance and reporting.
- Plan and execute fundraising events, including an annual fundraiser, community gatherings, and smaller events throughout the year.
- Provide acknowledgment and correspondence for charitable gifts and maintain complete and accurate records.
- Manage year-end gift reporting, coordinating mailing of charitable giving statements to all individual donors.

### **Community Partnerships**

- Implement community engagement strategies, with particular focus on business partners and faith communities. Generate volunteer support and in-kind donations to meet tangible needs within the refugee community.
- Build out and enhance the quality of our Monthly Giving Community with meaningful connection points, exclusive gatherings, individual communications, and creative incentives throughout the year.
- Network within the corporate and philanthropic communities as an ambassador of Refugee Care Collective.

### **Communications & Promotion**

- Produce relevant and informative fundraising materials for development efforts, including elements of copywriting and storytelling.
- Maintain ongoing, intentional communications with key partners, including Monthly Giving Community, business partners, foundations, faith communities, and individuals, detailing the work they are part of and/or making possible.
- Provide donors clear insights into the impact of their contributions so that they stay connected and informed.
- Represent Refugee Care Collective at public and private events, serving as an inspirational spokesperson.

### **Qualifications:**

- Commitment to the mission of Refugee Care Collective and serving resettled people who are rebuilding their lives in Oregon.
- Significant experience in development, fundraising, or other revenue-generating activities in nonprofit organizations.
- Experience directly soliciting and securing five-figure grants from individuals and building meaningful relationships with donors.
- Excellent communication skills, both written and oral. Ability to produce quality copywriting for external facing communications. Experienced and dynamic public speaker.
- Self-starter with the ability to initiate and produce high-quality work in a timely manner. Must be proactive and independent, possessing capability to not only develop new relationships and strategies for growth but execute and see them through to completion.
- Highly developed interpersonal skills and demonstrated ability to work collaboratively and respectfully with a diverse community of staff and stakeholders.
- Ability to articulate the importance of partnering with faith communities to serve refugee families and youth.
- High level of proficiency using Microsoft Office. Able to quickly learn new software.
- Bachelor's Degree or equivalent professional experience.
- Ability to travel within the greater Portland metro area, including possession of a valid driver's license, active car insurance, and vehicle.
- Existing knowledge of refugee resettlement and international humanitarian issues, and/or experience coming alongside those who have been resettled is a plus. In absence of this, the ability and excitement to learn quickly.

### **Qualified Candidates:**

Please submit a resume and cover letter to [resumes@refugeecare.org](mailto:resumes@refugeecare.org) discussing how your experience and background would be best suited for this role and why you are interested in working for Refugee Care Collective.

Salary: Commensurate with experience.

Benefits include:

- Flexible work hours and location. This role is a hybrid of remote work and in-person meetings within the greater Portland metro area.
- Paid holidays, vacation and sick leave included.
- Unique opportunity to scale the impact of a growing nonprofit while working on a team of people committed to making a difference in the lives of our resettled neighbors.

*For more information about Refugee Care Collective, visit [www.refugeecare.org](http://www.refugeecare.org).*