



CARE

2310 First St. | Suite 2
Tillamook, Oregon 97141
Office: 503-842-5261 Fax: 855-631-4261
www.careinc.org

Development and Special Events Manager

Location: Tillamook

Type: Full time- 40 hours per week

Job Level: Administration / Leadership

Salary Range: \$65,000-\$75,000 DOE

FLSA Status: Exempt

Benefits: Medical and Dental after the 1st of the month of hire date, Retirement offered after 90 probation period.

CARE Inc is a Non-Profit agency that offers housing and employment assistance, peer recovery support, and uses non-clinical, peer-based activities and case management to support individuals to help make the life changes necessary to recover from mental health and substance abuse disorder conditions, to meet the basic needs of Tillamook County.

Position Summary:

The Development and Special Event Manager is an important role in CARE's fundraising, event planning, and building a donor base. The role is responsible for helping to lead the strategic planning, execution, and evaluation of fundraising and development initiatives. Planning and developing annual fundraising events as well as fun, staff Holiday parties and other special events as they may come up. This position reports directly to the Executive Director, the Development and Special Event Manager will collaborate with the Leadership Team and will continue to build and foster a culture of philanthropy, community engagement, board and staff participation, and innovative, creative ways to build community trust, donors, and engagement in the community.

CARE Inc is an E.O.E.

CARE Inc. values a diverse and competent workforce that strengthens our organization and allows us to better serve our clients and peers. We value diversity and support, a positive and welcoming environment where all employees can thrive.

CARE Inc. has a commitment to inclusive excellence by advancing Diversity, Equity, Including, Access and Belonging in all that we do. We are an Equal Opportunity Employer, we do not discriminate against applicants based on any protected class status, including disability and protected veteran status. We encourage applicants from members from historically underrepresented racial / ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and other who demonstrate the ability to help us achieve our vision of a diverse and inclusive work family.

The mission of CARE is to foster changes that create healthier, more resilient communities throughout Tillamook County, and empower people as they work to meet their immediate, basic needs.



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In practice, this means we don't discriminate on the basis of race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity, status as a parent, marital status, or political affiliation.

At CARE Inc. we are dedicated to building a diverse, inclusive, and authentic workplace that is welcoming, embraces your individuality, and nurtures hope. We create a culture of belonging and providing help to all who seek it. CARE Inc is committed on building a healthier, stronger, and livable community with our partners, but most of all, it starts with YOU! We are a place that you can belong, a place to thrive and grow.

If you're excited about the role but your experience doesn't align perfectly with every qualification in the job description, we encourage you to apply. You may still be the right candidate for this or other roles with CARE Inc.

Essential Duties:

- Cultivate and maintain relationships with individuals, corporate sponsors, foundations, and government agencies.
- Organize, plan, and oversee all events and fundraising activities of the organization.
- Identify, apply, and manage grants from public and private sources.
- Create and present fundraising materials and campaigns.
- Acknowledge all donor gifts and donor communication in a timely manner.
- Track and report all donations and grants in donor and grant software.
- Prepare monthly reports for leadership and board on donor reports and events.
- Represent the Executive Director in the community when needed.
- Attend meetings and represent CARE at social service clubs and meetings.
- Communicate our message and brand throughout Tillamook County and Oregon.

What can you bring:

- Special Event Planning
- Leadership
- Volunteerism and Volunteer Management
- Program and Project Management
- Fundraising / Philanthropy
- Community Influence
- Marketing and Communication
- Passion to make a Difference

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Qualifications:

- 5 years of Fundraising, Development, or Nonprofit Management Experience.
- Minimum of 5 years of Special Event / Event Planning Experience.
- Strong understanding of Grant writing, and Grant Management.
- Strong understanding of fundraising principles and donor stewardship.
- Excellent communication, relationship-building skills and interpersonal skills.
- Adept in public speaking.
- Strong Donor management skills and understanding.
- Strong special Event planning skills and a creative mindset.
- The ability to lead and influence your team and others in a collaborative environment.
- A strong commitment to CARE's mission.

Work Environment:

- The job function is not always at the desk and not always at the office. The position requires the employee to meet donors out in the community, attend meetings, prepare event space, run back and forth gathering supplies for an event. Can be time sensitive.
- Must be able to lift 50 pounds or more at times.
- While performing the duties of the job, the employee will be required to use a computer for extended periods of time and will need to be able to communicate using a computer, a smart device, and a phone.
- The employee may be required to frequently sit and reach and must be able to move around the work environment.
- Specific vision abilities are required and include close vision, distance vision and the ability to adjust.
- The noise level in the office environment is moderate to low. There are times that a client or peer may become agitated, and volume can be escalated to loud, but is rare.

Please send cover letter and resume to sangerbauer@care.org

**CARE Inc
Attn: Sandra Angerbauer
2310 First Street / Suite 2
Tillamook, Oregon 97141
503.842.5261 Ext 501**

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