



# Native American Youth and Family Center

5135 NE Columbia Boulevard, Portland, Oregon 97218  
P (503) 288-8177 | F (503) 288-1260 | www.nayapdx.org

**The Mission of NAYA Family Center is “to enhance the diverse strengths of our youth and families in partnership with the community through cultural identity and education.”**

## Position Description

|                            |   |
|----------------------------|---|
| <b>Position:</b>           | <b>Events Manager</b>   |
| <b>Department/Program:</b> | Development and Communications  |
| <b>Compensation:</b>       | \$40,000 - \$50,000, commensurate with experience   |
| <b>Benefits:</b>           | Paid time off is based on tenure with the agency and includes accruals of sick and vacation hours (see agency Personnel Policy manual for PTO accrual rates). NAYA recognizes 12 paid holidays per calendar year. NAYA also provides medical, dental, vision insurance, a Flexible Spending Account, and Life Insurance. Employees may enroll in a 401K retirement plan after 3 months of employment. |
| <b>Employment Status:</b>  | Regular, Full-time, Exempt  |
| <b>Hours:</b>              | General working hours are 9am-6pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.   |
| <b>Supervision:</b>        | Volunteers  |
| <b>Reports To:</b>         | Director of Development   |
| <b>Job Location:</b>       | Portland, OR  |
| <b>Created/Revised:</b>    | February 2018   |

### Position Description:

NAYA Family Center events are vital to the celebration and communication of our mission and work. The Events Manager is an integral member of the Development and Communications team, contributing to strategic development of organizational revenue generation goals. The Events Manager will support event planning, strategy, revenue generation, management, production and sponsorship. Annual fundraising events include our Annual NAYA Gala, Early College Academy Luncheon, Native Professionals and Friends Nights, dinners, and other creative donor cultivation events. The Events Manager should have a passion for special event management, provide outstanding communication to staff, vendors, attendees and volunteers and be able to build strong and positive relationships with donors and partners.

### Essential Functions:

- Event Planning, Management and Production
  - In conjunction with the Director of Development
    - Budget, plan and implement all fundraising events, parties and receptions, ensuring events achieve goals
    - Develop long-range master events calendar to strategically schedule events
    - Assist in securing sponsorships, completing online sponsorship applications, sponsor reports and recaps
    - Create and manage timelines and logistics plans for all aspects of NAYA events, including volunteer coordination, staff assignments, sponsorship benefits and communications, registration and attendance
    - Oversee development of event concept, branding and communications strategies, helping to grow awareness and revenue
    - Develop programming, run of show
  - Manage registrations, seating charts and auction catalogs in Greater Giving

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- Track and update all written materials to support fundraising events (sponsorship and event marketing information, etc.)
- Track event sponsorships and ticketing, assuring event revenue goals, provide reports as requested
- Provide coordination for volunteer committee meetings
- Manage and coordinate, Native Art contributions/procurement efforts and solicit in-kind donations for fundraising events
- Oversee maintenance of organizational art catalog, make recommendations for auction basket and procurement needs
- Reconcile revenue A/R with NAYA Finance to ensure budget and revenue accuracy
- Donor Relations and Acknowledgement
  - Support NAYA's activities with individuals and groups throughout the event fundraising cycle: identify prospective new supporters and attendees, help educate them about NAYA's impact, engage them in NAYA's mission and community and steward donors and their gifts to NAYA
  - Work with NAYA Database Specialist to ensure accurate gift acknowledgement occurs with electronic receipts, letters, and annual gift summary letters
  - Provide backup for data entry in Raiser's Edge if needed

## Additional Duties:

- Other duties as assigned by the Director of Development
- Additional NAYA Family Center Duties:
  - Understand and adhere to confidentiality
  - Represent NAYA with the utmost professionalism at community events and other public relations opportunities
  - Participate actively in cross-departmental team projects as directed by the Director of Development
  - Contribute to fostering a safe and secure environment for community members and staff

## **Qualifications:**

### Education & Training:

- Bachelor's Degree or equivalent experience
- Knowledge of Native American history, an understanding of the diversity of the local American Indian/Alaskan Native community and issues surrounding the Urban Indian experience

### Experience & Skills:

- Three-plus years of demonstrated event management and development experience
- Excellent verbal and written communication skills
- Successful experience leading volunteers, with effective management skills and talent development
- Excellent time management skills with attention to detail
- Experience working within diverse populations (specifically with the urban and reservation Native American population, including working within a tribe, board, or other organization) strongly preferred
- Ability to maintain composure in a fast-paced environment
- Ability to work independently as well as a part of a team
- Proficient computer skills including: Event Management software (Greater Giving,) Raiser's Edge Donor Database, Microsoft Office Suite (Word, Excel, PowerPoint)

**Work Environment:** 95% office, 5% outside office including travel time

### **Physical Requirements:**

- Lifting a maximum of 30 pounds, sitting for extended periods of time
- The employee may be required to sit for extended periods of time
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**Equipment Used:** Computer, phone copier.

**Safety Considerations:** Some travel may be required.

**Other Requirements:**

- Valid Oregon or Washington State Driver License (must be eligible to be an insured driver under NAYA Family Center's liability insurance policy)
- Successful completion of a background investigation (including a fingerprint criminal history check)

**Application Procedures:**

Interested candidates should submit:

1. A Cover Letter addressing your qualifications for the position and why you are interested in joining the NAYA Family Center team
2. A current Resume
3. A completed NAYA Application for Employment Form

Application forms and additional information about employment at NAYA Family Center can be found at <http://www.nayapdx.org/about/jobs>.

**Application Deadline: March 12, 2018**

**Attention: Incomplete applications will not be considered.** Electronically submitted applications are preferred. Due to the sheer number applicants, only those applicants selected for an interview will be contacted. Please respect our no phone calls policy. This job description does not constitute an employment agreement and is subject to change by the employer due to changes in grants and funding sources.

**Please send application materials to:**

Attn: Human Resources Manager  
Native American Youth and Family Center  
5135 NE Columbia Boulevard  
Portland, OR 97218  
Fax: (503) 288-1260  
E-mail: [hr@nayapdx.org](mailto:hr@nayapdx.org)