



Position: Executive Coordinator

Reports to: Executive Director & Development Director

Status: Permanent, exempt, 1.0 FTE, 37.5 hours per week

Hours: Primarily weekdays, some evenings, weekends, and holidays required

Compensation: Salary = \$45,000 to \$55,000 DOE

Benefits: Medical plan. Dental plan. Vision plan. Retirement plan. Paid holidays. Accrued PTO and Sick Days. Sabbatical plan.

Location: Portland, Oregon

Help shape Oregon's future!

At 1000 Friends, we love Oregon and work to enhance it every day. We do this through our state's land use planning program, ensuring it effectively works for all Oregonians. Since 1974, 1000 Friends of Oregon has defended thriving working landscapes and the families they support, promoted the qualities that make our communities great, and built coalitions with diverse interests to ensure that Oregon is livable and lovable for everyone.

This means that Oregon will always be able to produce the food people need; create opportunities for housing for every type of family; connect people with transportation options no matter their abilities or where they are; and ensure that our air is breathable and water drinkable.

Founded in 1974 by Governor Tom McCall, 1000 Friends was created as a watchdog organization to protect Oregon's nascent land use system. Now, 45 years later, we are using that system to thoughtfully guide the state towards an equitable, stable, and accessible future for every Oregonian.

Our Mission

Working with Oregonians to enhance our quality of life by building livable urban and rural communities, protecting family farms and forests, and conserving natural areas.

Our Values

We believe in the uniqueness of Oregon and a livable state for all Oregonians.

A state that sustains with fruitful working lands and breathtaking iconic places.

A state that thrives because of great communities that welcome all.

A state we call home.

1000 Friends of Oregon offers competitive compensation, 403(b)k or savings-plan matching for eligible employees, excellent benefits, flexible work policies, and a collaborative work environment. We also provide professional development opportunities. As a result, you will find a culture that supports and inspires achievement and personal development.

Position Description

As our Executive Coordinator, you will work closely with both our Executive Director and Development Director to provide direct and combined administrative support, professionally and proactively facilitating many of our organization's most important relationships, particularly those of a philanthropic nature.

Responsibilities & Scope

- Provide primary administrative support for Executive Director and Development Director, including: calendar management, expense reports, travel plans, meeting and special event logistics, note-taking, filing, and a variety of communications
- Communicate on behalf of the Executive Director and Development Director
- Support Executive Director and Development Director in preparation of various presentations and board reports
- Work with Executive Director to prepare and manage the annual staff retreat
- Provide full support for executive portfolio of fundraising efforts, including drafting, editing, production, and mailing of letters and emails; scheduling donor calls and meetings and handling any related logistics and follow-up; researching donor prospects and preparing informational profiles; creating and maintaining accurate and complete donor files; logging and verifying of activity in Salesforce; retrieving information and reports from Salesforce and other sources; producing user-friendly documents and reports whenever needed
- Ensure that the Executive Director and Development Director have everything they need for donor meetings, presentations, or events, including: collateral materials, information about venue logistics, presentations notes, and any other required materials
- Additionally support the Executive Director and Development Director by being their "go-to" person for day-to-day technical, operational, and informational questions
- Oversee outbound executive communications to ensure quality and accuracy
- Schedule and assemble the agenda for weekly Development Team meetings
- Provide administrative staff support to the Fundraising Strategy Committee of the Board, along with the Development Director and Executive Director
- Provide guests of the Executive Director and Development Director with the highest possible level of hospitality
- Work with Administrative Assistant to ensure complete daily coverage of front desk, phones, mail pick-up, and check depositing
- Manage or assist with other executive projects as needed

Minimum Required Qualifications

- At least 5 years of experience in professional offices, including at least 2 years in an executive support role
- Competence in intercultural and cross cultural communication
- Proactive and resourceful, with the ability to work both collaboratively and independently
- Exceptional interpersonal communication skills--you enjoy interacting with a broad variety of people, and they enjoy interacting with you!
- Exceptional professional communication skills--writing, speaking, editing, emailing, etc.
- Exceptional organizational skills and ability to successfully manage multiple projects and priorities simultaneously in a fast-paced environment
- Proficient with Microsoft Office Suite (Word, Excel, PowerPoint)
- Proficient with Organizational G Suite (Gmail, Google Calendar, Drive, Docs, Sheets)

- Proficient with Adobe Acrobat Pro
- Proficient with database usage and management, including reporting (Salesforce preferred)
- Working knowledge of nonprofit operations
- Experience handling sensitive and/or confidential information to the highest standards
- Experience with executive schedule, calendar, and communications management
- Exceptional ability to remember names, faces, affiliations, and a variety of professional and personal relationships

Preferred Knowledge, Skills, & Experience

- Working knowledge of Salesforce
- Working knowledge of standard budgeting and accounting practices
- Working knowledge of Oregon’s philanthropic landscape

TO APPLY

Please send an email to Lily Burnett, lily@friends.org, with the subject line “Executive Coordinator”

PDF should contain:

- A cover letter that speaks to your interest and qualifications
- Your resume
- At least 3 references

Position open until filled. No phone calls, please.

Equity Statement

We know that land ownership, as well as land use policies and processes, have not always been equitable. Land ownership has been racially restricted; land use entitlements have favored those with access to decision-makers; and public engagement in land use planning has not reached communities of color and communities with low incomes. Our work at 1000 Friends carries a special responsibility to address equity, diversity, and inclusion because we deal with land and the land use planning system. We think 1000 Friends must consider equity in the land use system while simultaneously working to accomplish our mission. We will work to achieve equity in the decisions that govern 1000 Friends and in the policies for which we advocate, and use equity as one of our core metrics for evaluating the effectiveness of our work.

1000 Friends is an Equal Opportunity Employer

Our commitment to diversity includes the recognition that our mission is best advanced by the leadership and contributions of men and women of diverse backgrounds, beliefs and culture. Recruiting and mentoring staff to create an inclusive organization that reflects our character is a priority and we encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military, protected veteran status or other status protected by law.

The successful applicant must meet the requirements of 1000 Friends background screening process.