

Basic Rights Oregon Administrative Associate

ABOUT BASIC RIGHTS OREGON: Basic Rights Oregon is the state's largest grassroots organization dedicated to ending discrimination based on sexual orientation and gender identity. Founded in 1996 and headquartered in Portland, Basic Rights Oregon is a progressive, statewide nonprofit organization. For more information, please visit www.basicrights.org.

POSITION OVERVIEW

The Administrative Associate is a part-time position (approximately 15-20 hours per week) that is critical to ensuring accuracy, integrity and timeliness across Basic Rights Oregon's donor data records, gift recognition and fundraising event administration. The position is based in Portland, Oregon and reports to the Finance and Operations Director.

The ideal candidate has a strong attention to detail, loves systems and spreadsheets, can stay on top of multiple projects without dropping any balls, enjoys maintaining strong records and is extremely professional and timely in their correspondence with supporters.

Basic Rights Oregon is an equal opportunity employer committed to an anti-oppression, multi-racial work culture. People of color, people with disabilities, and people of diverse sexual orientations, gender expressions and identities are encouraged to apply.

Key Responsibilities

Donor Data Record Management

- Work with finance and operations director to ensure accurate, complete and timely donor data entry across entities and platforms each week.
- Lead weekly donation recognition letter generation.
- Work with finance and operations director to build effective donor data entry processes and to troubleshoot/reconcile discrepancies between donor data base and accounting systems.
- Develop reports and lists for finance, development and organizing staff as needed from proprietary SQL database.
- Communicate with donors regarding routine gift questions as assigned.
- Other development data management as assigned.

Major Event Support

- Provide lead support on the administrative and logistics side of Basic Rights Oregon's fundraising event production including:
 - Guest list, logo and program ad procurement and coordination from sponsors;
 - Preparing and tracking confirmation letters to event sponsors;
 - Overseeing correspondence and confirmations with auction donors;

- Providing administrative support to major event host committees and liaising with event consultants on data and other logistics; and,
- Work with finance and operations director on reconciling final event income.
- Ensure accurate, complete and timely data entry in our fundraising event management software.
- Coordinate list-building activities with Basic Rights volunteers prior to summer fundraising events and donor cultivation/thank you calls after the event.
- Attend fundraising events when possible to provide on-site administrative support.

Office Operations

- Provide support to finance and operations director to ensure smooth office systems management as needed.

QUALIFICATIONS

The Administrative Associate will excel in interpersonal communications, have strong attention to detail, and demonstrate commitment to justice for LGBTQ communities, particularly people of color and transgender individuals. Qualifications include:

- High level of competence with standard office applications, including Outlook, Excel and Word.
- High level of curiosity and drive to solve mysteries and problems, dig deep into puzzles and ask “why?”, then “how?”
- Experience working with relational donor database platforms and Greater Giving event software is desired, but not required as training will be provided.
- Organizational skill, reliability, accuracy and attention to detail are essential.
- Ability to work independently and collaboratively in a fast-paced team setting while keeping a sense of humor.
- Experience working with or strong interest in, non-profit, political and/or social justice organizations.
- Demonstrated ability to manage multiple projects, develop work plans and meet targeted goals and objectives.
- Ability to research and use on- and off-line tools to solve problems.
- Commitment to the mission and goals of the organization, including commitment to anti-racism, immigrant justice, fighting transphobia, and advancing LGBTQ equality in Oregon.

TO APPLY: Applications should include resume, cover letter and the names and contact information for three references. Please submit applications electronically to Todd Addams, finance and operations director at todd@basicrights.org. The subject line must include “Administrative Associate-[Your Name]” to be considered. Application deadline is **Tuesday, April 2 at 5 p.m.**

BENEFITS

This position is part time and represented by a collective bargaining agreement. The pay range is \$17.60-\$19.40 per hour, commensurate with experience. Part time employees observe 10 paid holidays annually and receive sick leave.