

The Contingent Job Announcement Generosity and Investment Associate Part-time Temporary Position

Opportunity Summary:

Are you a strong problem solver? Do you like working in a team environment? Is project management one of your superpowers? Are you interested in non-profit fundraising?

Start Date: Immediately

End Date: May 15, 2024

If you read this position description and are filled with a wholehearted, “YES! I’m in!” We would love to hear from you!

Duties and Responsibilities:

Donor relations

- Providing support to donors (referred to as “supporters” at The Contingent) via a Supporter “help desk”

Administrative support

- Coordination with finance team and administrative support when sending out tax receipts

CRM management

- Create donor profiles

Fundraising

- Provide fundraising specific, administrative support

Education and Experience:

Bachelor's degree or associate with 2+ years' experience in donor relations or a related field

Knowledge, Skills, and Abilities:

- The ability to work independently and cooperatively in a diverse, perpetually changing environment, while maintaining a calm and positive spirit
- Experience in successfully working with a diverse group of constituents utilizing multi-cultural intelligence, intentional listening, appreciation, and respect
- Effective communicator with strong written, verbal, and public speaking skills that is experienced in engaging with diverse audiences

Personal Qualifications:

- Commitment to the mission of The Contingent, including Every Child, and The Script
- Relates well and works effectively with diverse groups of people who represent the range of ethnic, cultural, and socio-economic backgrounds
- Possess cultural and emotional intelligence and an ability to work with a diverse group of leaders

- Demonstrates a passion for operational, technical, and customer experience excellence
- Ability to articulate a position on the importance of the faith community engaging vulnerable children, youth, and families

Employment Terms:

- Part-time, temporary \$20 per hour, 20 hours per week
- *Starting placement will not exceed this starting salary range and is based on qualifications, experience, and internal equity*
- This position is in Portland Oregon
- The Contingent has a flexible work model that supports a blend of in-office, remote and on-the-go workers
- We have team members located in multiple time zones. To facilitate collaboration, core hours for this position are 9-2 pm PST (6- 11 pm HST, 10–3 pm CST, 12-6 pm EST)
- This position will be expected to work within The Contingent’s hybrid work policy (2-3 days in the office, 2-3 days from home)
- Legally eligible to work in the United States

Screening of applicant materials will begin immediately, and applications will be accepted until the position is filled.

Application Procedure:

Those interested in this position must submit the following:

1. Letter of interest (Please include how you heard about the position)
2. Resume
3. Three references including:
 - o First and Last name
 - o Role
 - o A brief description of their relationship to you
 - o Contact Information (email + phone number where they may be reached)

Application materials should be emailed with a subject line containing G& I Associate, Temporary sent to hire@thecontingent.org.

******"Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. At The Contingent we are dedicated to building a diverse, inclusive, and authentic workplace, so if you are excited about this role but your experience does not align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles."***

All employment at The Contingent is “at will” and may be terminated by either the employee or the employer at any time for any reason, with or without cause, with or without prior notice or warning. Equal employment opportunity and having a diverse staff are fundamental principles of The Contingent. Upon hire, the employee agrees to undergo a 90-day probationary period, which provides additional structure, scheduled check in meetings and opportunities to receive and give feedback to and from the employer.

Equal Opportunity Employer