Cascade Policy Institute
Development Assistant

Part-time

About the Organization

Cascade Policy Institute is Oregon's leading voice for free market ideas in public policy that advance individual liberty, personal responsibility, and economic opportunity in Oregon. For 35 years, Cascade has empowered Oregon's people and policy leaders with informed research, analysis, testimony, and policy solutions grounded in free market principles. Cascade works to foster a society of free and responsible individuals, promote economic opportunity for all, and reduce government intrusion in the lives of Oregonians. (https://cascadepolicy.org/)

About the Role

We are seeking a detail-oriented, organized Development Assistant to support Cascade's in-office team with development, administrative, and donor relations work. The Development Assistant will report to the Executive Assistant.

This position is located at Cascade Policy Institute's office in Southwest Portland. Ideally, the Development Assistant will be in the office 12-16 hours per week, over at least three separate days, during office hours. Days of the week and number of hours per day are negotiable and can depend on workflow and personal schedules.

Responsibilities

- Assist with basic accounting documentation for donations, including processing donations received, SalesForce data entry (contact record management/CRM system), and depositing checks in the bank.
- Generate acknowledgement letters for donations. This process includes editing and proofreading letters and emails, cross-checking donor information, printing, and correctly collating materials to be mailed to donors.
- Assist with daily office operations, including answering the phone and relaying inquiries to other staff members, preparing and filing documents and records, and performing other clerical/office duties as assigned.
- Call donors to thank them for their gifts.
- Assist with events (set-up, greeting guests/check-in, etc.).

Qualifications

- Previous administrative office experience preferred. Experience in nonprofit development/donor relations is a plus.

- Proficient with Microsoft Office applications (primarily Word and Excel) and ability to learn other software. Training in specialized software, programs, and contact record management systems will be provided.
- Self-starter who thrives in a small-team environment. Seeks guidance or clarification when needed. Comfortable bringing ideas and solutions to the team.
- Excellent interpersonal, written, and verbal communication skills and meticulous attention to detail.
- A professional and congenial demeanor for communicating with donors and the public on the telephone and in person.
- Brings a high standard of professionalism and integrity to work.
- Ability to demonstrate tact and discretion regarding sensitive information and confidential situations. Ability to handle confidential donor and financial information.
- Proactive, analytical, and efficient with time management skills.
- Motivated to understand and promote the higher-level vision of the organization.
- Position may involve travel to events in Oregon and Southwest Washington.

Benefits

- Compensation competitive with peer nonprofit organizations.
- Cascade provides an employer contribution to a SEP retirement plan equal to 9% of the employee's compensation. This contribution is not a match; that is, the employer contribution does not depend on the employee's own (voluntary) contributions to retirement savings. If an employee wishes, the employee also may make pre-tax contributions to a 403(b) retirement plan. Employees become eligible for Cascade's retirement plan benefits after 90 days of employment.
- Cascade provides full- and part-time employees with paid Personal Days off for vacation, sick leave, and all other personal reasons.
- Each staff member has an individual office within the office suite.
- Cascade does not offer health insurance. We have strategically prioritized Cascade's 9% employer contribution to retirement. This above-market rate is designed to give employees a permanent, appreciating financial asset equal to or greater than the value they might receive from an employer-sponsored insurance program.

To Apply

Qualified candidates should submit the following:

- Cover letter addressing your interest in Cascade Policy Institute, how your background matches the responsibilities, and why this opportunity resonates with you
- Résumé

Applications should be emailed to Cascade's Executive Assistant Karen Rue at karen@cascadepolicy.org. Questions also may be directed to Karen at (503) 242-0900.