



JOB ANNOUNCEMENT

Yamhill Community Action Partnership (YCAP)
www.yamhillcap.org

POSITION TITLE: Development Support Specialist
RESPONSIBLE TO: Development Director

RESPONSIBLE FOR:

The Development Support Specialist is a part-time non-exempt position that provides support to all aspects of resource development. This position is responsible for maintaining donor files and correspondence, coordinating and promoting fund-raising events, developing event materials, coordinating grant packets and tracking report requirements and directing volunteers as needed.

STATUS: Part-time Non-exempt
SALARY: \$14.00 per hour
BENEFITS: Sick & Vacation leave pro-rated
Employer match up to 3% in 401K if eligible

KNOWLEDGE, SKILLS, & ABILITIES:

HS diploma and related fundraising and event experience
Knowledge of YCAP and low income issues
Knowledge of computers and office equipment
Experience working with donor software such as DonorPerfect
Knowledge of word processing, publisher, & data bases
Excellent skills in verbal and written communications
Problem solving, and ability to work well with a team
Highly organized and able to work independently on multiple projects in a timely fashion
Ability to work with diverse people, organizations and situations
Ability to meet insurance requirements and pass driving, drug and background screens

JOB DESCRIPTION: Yamhillcap.org

CONTACT: Send Resume and letter of interest to:

alainab@yamhillcap.org
or
YCAP Human Resources
P.O. Box 621
McMinnville, Oregon 97128

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