Donor Services and School Resources Associate

How To Apply: Please visit www.pps.net/jobs and use job number 23103

Salary Range: $65,995 - $78,801

Portland Public Schools’ (PPS) Department of Strategic Partnerships is seeking a Donor Services and School Resources Associate that advances high-impact involvement and investment to create meaningful transformation for PPS school communities. The incumbent will serve as an integral team member of the District’s Strategic Partnerships Team and will provide excellent customer service to the school district and school communities with effective fundraising support, partnerships with the business and philanthropic communities, and will be responsible for all aspects of financial reporting, data entry, maintenance, and record keeping for donations. PPS is committed to eliminating systemic racism and its adverse impact on student learning, we seek candidates who bring a commitment to racial equity, inclusion, and social justice.

Minimum Qualifications

- Bachelor’s Degree in Business, Marketing, Accounting, or other subject areas related to a specific departmental program
- Minimum of two (2) years full-time equivalent experience performing professional-level management and/or administrative duties in functional areas such as: program/office/operations management, accounting, and database management