JOB TITLE: Development Coordinator
REPORTS TO: Director of Philanthropy
STATUS: Full-Time, Fully Benefited, Exempt
LOCATION: Portland, Oregon
COMPENSATION: $50,000 - $60,000 DOE

Lan Su Chinese Garden mission is to cultivate an oasis of tranquil beauty and harmony to inspire, engage and educate our global community in the appreciation of a richly authentic Chinese culture.

About Lan Su Garden:
Lan Su Chinese Garden is one of Portland’s greatest treasures and most interesting sites to see in Portland. A result of a collaboration between the cities of Portland and Suzhou, our sister city in China’s Jiangsu province that is famous for its beautiful Ming Dynasty gardens, Lan Su was built by Chinese artisans from Suzhou and is one the most authentic Chinese gardens outside of China.

The mission of Lan Su Chinese Garden is to cultivate an oasis of tranquil beauty and harmony to inspire, engage and educate our global community in the appreciation of a richly authentic Chinese culture.

Lan Su may have the purposeful career you have been wanting to grow with this position scope:
Lan Su Chinese Garden is seeking a Development Coordinator, a newly created position, to directly support the Director of Philanthropy with the growth of existing fundraising and membership operations.

RESPONSIBILITIES
It is understood that the responsibilities here cannot be tackled immediately. The Director will work with the employee to prioritize tasks, recognizing that it will take time and additional resources to address all these elements.

- Lead, follow and embrace the Lan Su Vision, Mission & Values.
- Work directly with the Director to manage project workflow and oversee day-to-day milestones for projects.
- Works with the development and marketing departments to promote fundraising events and assist in creation of collateral material.
- Assist in developing event opportunities.
- Assist the director in grant management.
- Research and identify prospective new donors and proactively initiate sponsorship and funding.
- Update donor relationship management system, moves management of major donors, and tracking of touch points for general donors.
- Assists in helping management in the development of fundraising goals and works to achieve and surpass these goals.
- Support the Director with management and annual giving campaigns, including appeal letters and e-blasts.
- Support the Director in stewardship events, corporate partnerships, individual donor stewardship.
• Monitor appeals, annual and monthly giving, campaigns, and event attendance including list generation, segmentation and analysis.
  • Regular reporting of gifts received.
  • Provide operations support for our major gifts program and capital campaign, as needed.
  • Help with all aspects of fundraising events and activities planning to execution.
  • Work with membership manager to help in member engagement and acquisition.
  • Additional duties as assigned.

You may not have everything needed. Perhaps you have a strong combination of experience, technical, academic skills and passion in the following areas:
• Ability to work well with a diverse team.
• 1-3 years of experience working in fundraising or project organization.
• Ability to prioritize and coordinate several projects, simultaneously and efficiently.
• Professional written and interpersonal skills are essential when communicating with constituents.
• Experience in planning events.
• Ability to generate interest in the Lan Su or program and reach out to appropriate partners.
• Ability to problem-solve and take limited direction on tasks, strong analytical skills.
• Ability to maintain a positive, professional, and service-oriented approach internally and externally.

For your personal well-being, the Garden offers: (Full-time, fully benefited positions)
• Beautiful garden environment with areas to walk and enjoy an oasis of tranquil beauty
• Employer Paid Health and Dental Insurance for employee only coverage.
• Employer-paid Group Life/ADD and short-term disability insurance.
• Vacation time accrual.
• Sick time accrual.
• One (1) Personal Floating Holiday per year.
• Holiday pay or accrual of floating holiday if you are scheduled to work on a recognized paid holiday.
• Garden Shop & Teahouse Discount.
• 401K Participation and Employer match.
• Complimentary Family & Friends Membership to Lan Su Chinese Garden.
• Complimentary gym access to the workout facility in the administrative office building.
• Complimentary access to reciprocal venues throughout Portland.

We look forward to hearing from you, just follow these few steps to send your information to us: Place “Development Coordinator” in the subject line of your email along with your cover letter, resume, & three references to lansuhr@lansugarden.org Please, no drop-in's or phone calls. Applications will be received on a rolling basis until the position is filled.

Lan Su Chinese Garden is committed to maintaining an environment where employees contribute to the organization’s achievement, take pride in the results of their work, are appreciated as individuals, and are encouraged to develop to their fullest extent. Lan Su is an Equal Opportunity
Employer. It is our policy that employees will not be discriminated against in the terms and conditions of employment because of race, color, religion, sex, national origin, age, marital status, sexual orientation, disability, or any other classification protected by law.