

Position Title: Communications & Data Specialist  
Reports to: Executive Director  
Status: Part-time, hourly 9-month trial  
Compensation: \$16 / hour, 20-40 hours per month



### ***Role of the Position***

TKO is seeking a communications expert to support our development and program activities. This position will also support office administration and assistance in data management for volunteer and membership fulfillment. TKO aims to build capacity towards full-time work for this position as fundraising benchmarks are achieved. We hope to find an individual willing to grow in their skills as our organization grows.

### **Communications Support**

- Develop and implement a communications plan and editorial calendar to maximize ROI on various channels.
- Support and carry out the implementation of communications and events for TKO's fundraising plan and strategy - membership fulfillment, appeals, renewals and special appeals, including preparing and distributing appeal communications and fulfillment.
- Maintain up-to-date information and implement new strategies for digital content on TKO's website and social media platforms.

### **Organizational Support**

- Perform office administrative functions for financial and donor management.
- Support and carry out monthly office administration and payroll processes.
- Ensure timely, accurate and high-quality financial reporting to staff, Board and donors.

### **Special Projects (as time allows)**

- Produce a compelling Annual Report for TKO's donors, volunteers and supporters.
- Establish TKO's constituent relational management (CRM) system – Salesforce (onboarding, data hygiene, building reports, establishing dashboards, SOPs, training, evaluation).
- Support OregonHikers.org website re-build effort.
- Act as a board liaison - actively build cohesiveness within Board Committee teams

### **Required Skills, Knowledge, and Abilities**

- A passion for protecting trails and an interest in connecting all people to the outdoor spaces of Oregon.
- A high level of individual initiative and creativity, plus an ability to work with limited supervision, within a small staff and a large pool of volunteer leaders.
- Familiarity with nonprofit fundraising and membership best practices, tools, and techniques.
- A working knowledge and experience using a CRM, ideally Salesforce. and creating associated data queries, reports, templates, and forms.
- A working knowledge of social media platforms, Mailchimp, Wordpress? Squarespace?, Eventbrite
- Attention to detail, high standards, and accuracy, especially error-free data entry and writing.

### **APPLICATION PROCESS CAN BE FOUND ON PAGE 2**

*Successful candidates must be willing to submit to a background & criminal history check. The purpose of this position description is to provide information reflecting current practices. This position description does not constitute nor create any contractual agreement, rights or obligations. This position description may be amended.*

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Steps to apply, include the following in the Google Form link below:

- Resume - please include professional, educational and volunteer experience
- 1-Page Letter of Interest, please include the following:
  - TKO is dedicated to improving our diversity, equity and inclusion and needs staff, volunteers and supporters that recognize the importance of safe access to the outdoors. In evaluating our messaging on our website and social media presence, how can TKO be better and connect with more people? Be honest, we need tough love.
  - Every communication to our supporters, volunteers and partners should demonstrate our value and include a call to action. What do you appreciate about the role TKO plays in protecting and enhancing the hiking experience and why do you think people should give back to our organization?
  - Diligence to data and office administration is critical for a nonprofit to maintain strong business practices. Share a story of how you have managed data and finances successfully.
- List of At Least 3 References
- Submit these items to the Google Form [HERE](#)

Timeline:

- July 10th - Job posted and review resumes, invite candidates to interview
- July 21st - 23rd - First round of interviews, reference checks
- Position begins when the best candidate is found