

POSITION ANNOUNCEMENT: Development & Board Assistant

SPOON, an innovative global nonprofit, is the only organization dedicated to transforming nutrition and feeding for children who are highly vulnerable to malnutrition because of disability and lack of family care. SPOON empowers and equips families, communities, and partner organizations/providers to safely feed and adequately nourish children through training and implementation of proprietary tools. Through strategic partnerships with governments, nonprofit organizations, and community service providers, SPOON transfers knowledge and skills to partners to provide disability-inclusive and trauma-informed nutrition and feeding care for children vulnerable to malnutrition. In 2024, SPOON received a Zero Project award for its progressive approach and system-changing work that has catalyzed national policy change and yielded dramatic improvements in children's health and development.

The SPOON team consists of 10 dedicated, focused, and compassionate individuals. While we now all work remotely, we were founded in and had an office in Portland, OR for many years. The hard and serious work we do is made easier by a compassionate and inclusive culture that we nurture and value regardless of where we are based.

SPOON is seeking a highly organized and detail-oriented **Development & Board Assistant** to support fundraising efforts and play a critical role in the success of the Development team while also providing administrative and coordination support to SPOON's Board of Trustees. This person will be a self-starter, an excellent communicator, and a solution-oriented thinker with a positive attitude and the ability to manage multiple priorities in a fast-paced environment. This position reports to the Director of Development and does not have supervisory responsibilities.

ESSENTIAL JOB FUNCTIONS

Development Assistance (60%)

- Manage the donor and grantor database including data entry and updates, building and generating reports, creating events and registration pages, maintaining data quality, and managing database procedures.
- Support the Director of Development in preparing staff for partner and funder meetings, ensuring that collateral is up to date and appropriate for meeting objectives and audience.
- Research good-fit institutional funders, manage tracking of opportunities, and organize supporting documentation.
- Draft acknowledgement letters and receipts; organize and execute in-house mailings for annual reports, event invitations, and donor proposals as needed.
- Prepare monthly deposit reports for the VP, Finance & Operations.
- Support the Director of Development in the planning and execution of donor events, including two annual fundraising galas in Portland and Austin, as well as fundraisers and house parties as needed; responsibilities include vendor research and coordination, design and mailing of invitations and collateral, and on-site event support.
- Review grant proposals as needed; strong proofreading skills with a high degree of accuracy and attention to detail preferred.
- Support implementation of the annual development and communications plan by assisting with light graphic design projects that reinforce a cohesive, consistent, and unified message and brand across all programs and stakeholder audiences, with a focus on institutional partners, individual donors, and corporate donors.
- Support the Director of Communications with light website updates and social media content as needed.
- Other duties as needed.

Board Assistance (40%)

- Provide comprehensive administrative support to the Board of Trustees and Board Committees including assistance with scheduling meetings, producing meeting and new board member materials, maintaining records, taking minutes, managing the online board portal.
- Coordinate the annual in-person board meeting in Portland, overseeing venue selection, catering, travel and lodging logistics, materials preparation, and on-site support.
- Partner closely with board officers and committee chairs regarding quarterly meetings, prepare agendas and other meeting materials, and finalize committee reports.
- Work closely with the VP, Finance & Operations on Board-related tasks.

KNOWLEDGE AND EXPERIENCE

In addition to the specific job requirements, staff at SPOON embody certain core values to support our mission: a passion for the mission, persistence, and a commitment to learning and evidence.

- 2+ years of relevant experience, preferably in development support, donor databases, executive assistance, board administration, and/or nonprofit administration.
- Tech savvy, with excellent working knowledge of Mac OS, Microsoft Office Suite, donor databases (Neon preferred), Adobe InDesign, Photoshop, and Illustrator, as well as cloud-based platforms, and emerging AI tools—demonstrating the ability to leverage artificial intelligence to improve efficiency, donor engagement, data analysis, and fundraising strategy.
- Strong organizational and time management skills; highly detail-oriented and accurate, with the ability to prioritize and manage multiple projects simultaneously, meet competing deadlines, and adapt quickly as priorities shift.
- Ability to anticipate needs and handle matters expeditiously and proactively, following through to successful completion.
- Excellent customer service skills; provide service that is prompt, courteous, and competent to convey trust and confidence, and work effectively with team members, board members, donors, vendors, and the public.
- Strong communication skills required to convey verbal and written information clearly and effectively.
- Experience in accurate data entry and proofreading to ensure consistent grammar and punctuation.
- High degree of professionalism, discretion, and sound judgment when handling confidential information.
- Commitment to equity, inclusion, and ethical fundraising practices.
- A strong alignment with and commitment to SPOON's mission and values.

TERM OF EMPLOYMENT: This is an hourly, non-exempt position scheduled for 32 hours per week, with increased hours during SPOON's annual in-person board meeting and spring and fall fundraising galas. Occasional extra hours (including evenings) and possible travel around quarterly board meetings and two annual fundraising galas. The pay rate is \$22/hour. Must be based in the greater Portland area. Benefits include health, vision and dental coverage, 401k plan with employer match, paid parental and family medical leave, and generous paid time off.

HOW TO APPLY: Submit cover letter, résumé, and [completed application form \(linked\)](#) to hiring@spoonfoundation.org. In your cover letter, please share what you value in a workplace and in a role, and why you believe you would be a strong candidate for this position. Applications will be reviewed on a rolling basis. **Only completed application packets will be considered (cover letter, résumé, and application form).**

COMMITMENT TO EQUITY, DIVERSITY AND INCLUSION: SPOON is an Equal Opportunity Employer committed to equity, diversity, and inclusion. In line with our commitment to disrupting systemic racism, we acknowledge that research shows that Black, Indigenous and people of color (BIPOC) and women are significantly less likely to apply for some positions, believing they must meet every qualification as described in the job description. At SPOON, we value representation, and we are most interested in finding the best candidate for the job. We know that sometimes that candidate may be one who comes from a less traditional background. We encourage you to apply, even if you don't believe you meet every one of the qualifications described in the position description above.