



**Position Title:** Grants Manager  
**Reports To:** Executive Director  
**Department:** Development  
**Status:** Non-exempt - Hourly  
**Schedule:** 40 hours per week  
*8 hours per week telecommuting optional after trial period, with supervisor approval. Occasional evenings or weekends required.*  
**Salary Range:** \$21 – \$26 per hour, depending on experience  
**Benefits:** Raphael House offers a full range of benefits including generous time off, medical and dental insurance, Simple IRA match, and professional development opportunities.

**Application Deadline: Open until Monday, July 1, 2019 at 5pm**

*Cover letter, resume, writing samples, and completed Raphael House employment application form must all be received in order to be considered. If any of the application materials are missing or incomplete, your submission will not be considered.*

For more than 40 years Raphael House of Portland has helped domestic violence survivors and their families find safety, hope, and independence. Our emergency shelter serves individuals and families fleeing intimate partner violence, and we proudly provide family-centered, culturally responsive, and gender-inclusive services. In addition to immediate safety and basic needs, survivors have access to ongoing programs and case management designed to help them achieve permanent housing, employment, and stability. We also work to break the cycle of violence via prevention education and have been providing training in local schools and throughout the community for more than a decade. Approximately 40% of Raphael House's \$2.6M budget comes from the generous contributions of individuals, foundations, and corporate partners.

**Position Summary:**

Under the supervision of the Executive Director, the Grants Manager is responsible for the development and administration of 80+ grants and proposals each fiscal year. This includes creating strategy, writing content, research, timely submission and reporting, and stewardship of relationships with foundations and other grant-making organizations. This position uncovers funding opportunities, and crafts compelling messaging that communicates Raphael House of Portland's mission, programs, and impact to ongoing and potential funders. In conjunction with and as a member of the Development team, the Grants Manager is responsible for achieving annual revenue goals established for the Foundations portion of the development budget.



**Essential Duties and Responsibilities:**

- Researches, develops, and creates grant and partnership proposals for foundations, other grant-making organizations, businesses, community and civic groups, and academic communities.
- Manages all aspects of the grant writing process including prospect research, writing and submitting applications, and communication/stewardship with funding sources including post-funding reports.
- Maintains an annual grants calendar that includes appropriate follow-up reporting and stewardship activities. Communicates timelines and requirements to program staff in advance.
- Supports the Executive Director and agency managers with editing and writing government and collaborative proposals; often manages the proposal process, creating workflow calendars and task lists.
- Works with the Executive Director, project coordinators, departmental managers, and accounting to manage and administer grants over their lifetime: collect documentation, track expenditures, and ensure compliance with outcomes and requirements.
- Stewards and deepens relationships with current corporate grant and foundation donors, in coordination with the Development team, and documents activities in DonorPerfect database.
- Collects and maintains agency statistics (fiscal and calendar year) for development and communications usage.
- Maintains an active understanding of agency programs and activities.
- Cultivates positive, collaborative working relationships with staff, community partners, and stakeholders.
- Prepares reporting for Board leadership.

**Secondary Duties**

- Participate in weekly Development meetings, monthly All Staff meetings, and at least one agency committee.
- Supports the development team with special events and projects, as needed.
- Other duties as assigned.

**Supervisory Responsibilities:** None**Qualifications:**

- At least 3 years of grant writing and management experience with proven track record of success. At least 5 years of overall development experience preferred.
- Portland-area fundraising knowledge preferred.
- Experience with government and national proposals preferred.
- Passion for Raphael House of Portland's mission and values. A commitment to social change, equity, inclusion, and building a future free from violence and oppression.
- Ability to relate effectively and respectfully with people from diverse backgrounds and to imbed equitable, inclusive, and trauma-informed practices in all aspects of one's role.
- Exemplary writing, editing, analytical, and research skills.
- Outstanding organizational skills, and ability to maintain attention to detail while managing multiple projects simultaneously.



- Comfortable with a collaborative writing process.
- Excellent communication and interpersonal skills, positive attitude, and ability to work well independently and as part of a team.
- Ability to seek and synthesize information and communicate succinctly and in timely manner.
- Experience working across a wide range of topics (social services a plus) and writing proposals that span multiple topics within a single agency.
- Solid understanding of budget management and creation.
- Skilled at matching content with budgets and statistics, and familiarity with non-profit accounting processes.
- Completion of 40-hour domestic and sexual violence advocacy training OR expectation that training will be completed within first six months of employment (provided internally).
- Database experience (DonorPerfect a plus).

**Work Environment:**

This position will work in a traditional, but fast-paced setting. Must be able to sit for long periods of time, and work under deadlines and stress-inducing conditions. A domestic violence agency environment can potentially shift from stable to highly charged and all employees must remain flexible, calm, and creative particularly when faced with a crisis.

**To apply:**

Please submit a cover letter, resume, completed Raphael House employment application form (found on our website at the link below), and a maximum of two writing sample attachments OR page with links to your written work to Emmy Ritter at [eritter@raphaelhouse.com](mailto:eritter@raphaelhouse.com) or mail to 4110 SE Hawthorne Blvd. #503 Portland, OR 97214. **This position is open until Monday, July 1, 2019 at 5pm. No phone calls, please.**

Download our employment application form at <https://raphaelhouse.com/employment-opportunities/>.

*Raphael House of Portland is an Equal Opportunity Employer*