



1111 SW 10th Avenue, Portland, OR 97205
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Email: employment@ywcapdx.org

job opening announcement

JOB TITLE: GRANTS COORDINATOR
SALARY RANGE: \$33,000-\$37,000; depending on experience
REPORTS TO: DEVELOPMENT DIRECTOR
POSITION: Full-time, exempt

HOW TO APPLY:

If you feel you are a great candidate, please apply with the following information:

1. A **complete chronological resume**, including dates of employment, self-employment, volunteer activities and any periods of unemployment
2. The names and contact information for **four (4) references**, each of whom has known you in a professional capacity for more than three years
3. A **cover letter** with specific answers to the following questions:
 - Why are you interested in this position?;
 - How do your experience, talents and style fit your understanding of what this position entails; and
 - How did you hear about this position?
4. A list of your grants that have been funded and, if possible, a sample from a grant you have written.

To apply, submit the above information to employment@ywcapdx.org with your name and "Grants Coordinator" in the subject line by Wednesday, January 25.

Our Mission: The YWCA of Greater Portland ("YWCA") is dedicated to changing lives by empowering women and their families to achieve safety, opportunity, and independence.

We are seeking a Grants Coordinator that will be responsible for all aspects of foundation and corporate fundraising, including researching funding opportunities, writing funding proposals, and submitting timely and accurate reports for all existing grant-funded projects. The right candidate will be self-motivated, love the grant writing process, and look forward to a challenge.

POSITION SUMMARY

The Grants Coordinator provides leadership in working with staff across the YWCA to increase funding for services by securing and managing grants, appropriations and other gifts from foundations, as well as state, federal and other public resources.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES

- Provides leadership in working with staff across the YWCA to increase funding for services by securing and managing grants, appropriations and other gifts from foundations, as well as state, federal and other public resources.
- Manage the grants funding calendar.
- Conduct ongoing grant opportunities research.
- Create annual grant plan.
- Create weekly grant summary report.
- Manage Government funding channel.
- Conduct research for potential government grant opportunities.
- Enter all corporate, grant and foundation and government contact data into Raiser's Edge database and provide oversight to ensure acknowledgement letters, progress reports and required forms are executed in a timely manner.
- Attend all Development Department events/functions.
- Prepares and keeps current the grant submittal work plan for each fiscal year, including corporate, foundation, and government grants and reports.
- Researches prospects, cultivates, and tracks corporate, foundation, and government grants with emphasis on identifying new monies.
- Works with Development Director and program staff to systematically share information to ensure grant compliance.
- Works with Development Director and Communications Coordinator to create and maintain a Communications Plan around grant awards.
- Has thorough knowledge of social services development funders and ability to think creatively to leverage resources.
- On-going management and reporting required by grantors in the form of progress reports and filings.
- Provide research support and assistance in writing government grant proposals.
- Schedule cultivation meetings with Executive Director, Development Director and major grant donors.

Secondary Functions

- Assist with Development Department events and activities as needed and directed by the Development Director
- Additional collaborative work with Program Managers to develop measurement statistics and potential new program narratives will be required.
- Other duties as assigned

Specific Job Skills

- Strong written communication skills. Ability to write clear, structured, articulate, and persuasive proposals.



- Self-starter with ability to improve systems, communications and outcomes of the YWCA grant program.
- Attention to detail
- Ability to meet multiple deadlines
- Able to monitor and meet revenue goals
- Knowledge and familiarity with research techniques for grant prospect research
- Must have the ability to work independently and with managers and staff in a team situation, prioritize workload, and meet established deadlines.
- Advanced proficiency with MS Office Suite and Raiser's Edge software platforms.
- Must be able to lift up to 25 lbs
- Integrity, honesty, professionalism and accountability are fundamental to the position

EDUCATION / EXPERIENCE

- Three to five years of successful grant and proposal writing experience with responsibility for obtaining and monitoring the use of grant funds.
- Bachelor's degree or equivalent preferred.
- Experience working with large foundations, corporate foundations and other non-profit agencies.

JOB CONDITIONS

- Office setting
- Some evening and weekend work may be required as needed for special events and other general Development Department support.
- Incumbent must have valid OR license and access and ability to use own transportation.

The YWCA of Greater Portland is an Affirmative Action/ Equal Opportunity Employer that values diversity, and is fully committed to employing a diverse workforce.