



BOYS & GIRLS CLUBS
OF PORTLAND METROPOLITAN AREA

Boys & Girls Clubs of Portland
Job Announcement
Grants Manager

ABOUT Boys & Girls Clubs of Portland Metro (BGCP)

BGCP'S mission is to empower all young people, especially those who need us most, to discover their full potential as caring, engaged, responsible community members. Celebrating over 70 years of providing Portland-area young people with a safe and enriching place to belong when school is out, BGCP currently serves approximately 5,000 youth across three counties. The organization operates Clubhouses throughout the Metro area; hosts a Club site in partnership with the Clackamas School District and is the Schools Uniting Neighborhood (SUN) provider at Margaret Scott Elementary School in the Reynolds School District.

BGCP is committed to ensuring an inclusive, diverse and equitable work environment. We are committed to filtering all policies and practices through an equity-based and trauma-informed care lens. We position ourselves as lifelong learners, and seek individuals who have a desire to create extraordinary experiences for youth, are exceptional team members, have an investment in our surrounding communities, and are hungry for ongoing personal growth and professional development.

Join our dynamic team and be prepared to be challenged, to work hard, and to participate in a vibrant, mission-driven environment. Be prepared to fall in love with the work we do and the youth that we are privileged to serve each day. For more information on BGCP and our work visit: <http://bgcportland.org/about/>

BGCP is currently searching for a proven grants management professional to serve as a member of our administrative team in the role of **Grants Manager**. Answering yes to the following qualifiers positions you as an ideal candidate for this position.

Qualifiers:

- Do you have a minimum of three years of relevant experience in the research, development and creation of grants and partnership proposals to foundations, other grant-making organizations, businesses, community and civic groups and academic communities?
- Are you a first-class communicator with proven written and verbal skills, able to establish and maintain strong relationships with external and internal stakeholders?
- Do you have experience in the administration of organizational reporting, managing calendars and tracking deliverables related to the management of grants?
- Have you demonstrated a commitment to equity and inclusion through your leadership and work?
- Do you believe all children must have equal access to high quality programs and resources?

If you have answered yes to all of these question, we enthusiastically encourage you to apply.

Position Summary:

The Grants Manager is responsible for the administration of all Boys & Girls Clubs of Portland Metro (BGCP) policies, practices and execution of activities related to grants. The Grants Manager manages the development, creation and responsible administration of grants to include research, writing, submission, execution, reporting and the stewardship of relationships with foundations and other grant-making organizations. This position is charged with active and persuasive communication of BGCP's mission, programs and impact to on-going and potential funders and is responsible for achieving the annual revenue goals established for the grants portion of the overall development plan. The Grants Manager is also responsible for managing the timely completion of all grant reporting, including coordination and solicitation of BGCP staff.

The Grants Manager must possess strong writing skills and be professional, personable, inclusive, team-oriented and organized, with strong attention to detail. This position requires the ability to work independently as well as collaboratively with the program department and possess leadership skills along with a dedication to the mission of improving the lives of youth and society. The Grants Manager must be guided by an uncompromised commitment to equity, quality and impact. This position requires on-going collaboration across organizational functions and with key external partners. The GM is responsible for the management of internal and external stakeholders; fiscal oversight and business planning; and the on-going contribution to the successful achievement of identified goals set forth in the organizational strategic plan. This position reports to the Vice President Development

Application Instructions: Please submit a letter of interest, resume and application to jobs @bgcportland.org, mail to 8203 SE 7th avenue, Suite 100, Portland OR 97202 or drop off at any BGCP Club location. This is a full time, salaried (\$40-60K) annually depending on experience) position that is eligible for a generous package of benefits, including medical, dental, vision, life, LTD, 403 (B) and paid time off. Complete job description and application form available at: <http://bgcportland.org/employment/>

Position Responsibilities:

- Research, development and creation of grants and partnership proposals to foundations, other grant-making organizations, businesses, community and civic groups and academic communities.
- Active and persuasive communication of BGCP's mission, programs and impact to stakeholders.
- Establishing and maintaining strong relationships with internal and external stakeholders to include staff; members of the funding community; businesses, community and civic groups; and academic communities.
- Implement and ensure first-class practices of prompt acknowledgement and stewardship of foundation gifts and volunteer activities, and proactive cultivation of funder relationships.
- Administration of organizational reporting, internal communication practices, calendars and deliverables related to the management of grants.
- Conducting research; providing writing and content support for other advancement team objectives.
- Responsible donor management, creating and maintaining funder records, production and distribution of reports, and interacting with financial systems where needed.
- Prioritizing projects to responsibly advance all activities in a timely manner and meet required deadlines.
- Manage recruitment and retention of funders.
- Work closely with marketing to responsibly promote all activities in publications and communication channels; promote gifts; and to create value reporting and stewardship materials.
- Provide consistent reporting, communication and promotion of activities and performance to goals to leadership.
- Works with the business office on fiscal oversight, management of grant related budgets, and commitment to successfully achieving annual goals.
- Contribution to and execution of annual advancement plan, and responsible for achieving the goals and outcomes dedicated to grants.

Position Qualifications:

- Bachelor's degree and 3 -5 years of relevant experience, or combination of education and proven experience preferred.
- Proven and successful grant-writing skills preferred.
- Excellent writing, organizational, analytical, and research skills.
- The ability to seek and synthesize information and communicate succinctly and timely.
- Proven relationship building skills and quality stewardship with both internal and external stakeholders.
- Exemplary communication and interpersonal skills.
- Ability to work well under pressure; multi-task.

- A solid understanding of budget management and creation.
- A high level of computer literacy required, including familiarity with fundraising and Foundation databases.
- Proficiency with Microsoft Office programs.
- Salesforce donor database experience preferred.
- Fund accounting experience helpful.
- Ability to work evening and weekends.