

JOB OPPORTUNITY
Re-Posted Date: 06/25/09
Closing Date: 07/10/09

To be considered for the following position opening, you must submit a cover letter & resume to Human Resources by the above listed closing date.

POSITION AVAILABLE: Grants and Foundations Manager
LOCATION: Eugene Office – Public Policy & External Affairs

Job Description:

Writes grant proposals, develops and oversees financial resources from private and community foundations; governmental and international organizations; workplace giving campaigns (United Way and Combined Federal Campaign); researches fundraising and advocacy opportunities through legislation or other policy initiatives.

- 1. Raise funds from the foundation community by**
researching, identifying and gathering information on private and community foundations; writing and producing well-written grant proposals to targeted foundations; and sending timely and evaluative progress reports to supporting foundations.
- 2. Provide support for government grant requests to USAID by**
working with VP of Policy & External Affairs to coordinate and manage support from governmental and international entities (i.e. USAID) collaborates with Programs & Services department preparing written proposals; writing and submitting progress reports, financial updates and other forms of evaluation as necessary.
- 3. Promote Holt as a recipient in Combined Federal Campaign (CFC) and United Way corporate workplace campaigns by**
processing registration applications; serving as Holt's contact person to the respective campaigns via written and verbal correspondence; conference representation; and in-person presentations.
- 4. Promote and manage Employee Matching Gift Program by**
marketing and promoting program to Holt constituents via Internet, receipt stuffers, Holt's bimonthly magazine, and other strategic methods.
- 5. Provides opportunities for Holt to benefit from advocacy and legislations by**
researching and tracking legislation that affects child welfare and adoption initiatives nationally and in branch office states.

8. Contributes to the team effort by

Exhibiting cooperative and effective work relationships, such as, responding positively to challenges, assignments, inter and intra departmental requests; Seeing beyond own tasks to help fulfill the organizational goals.

9. Contributes to a positive, productive work environment by

Meeting attendance and punctuality guidelines and pre-arranging time off with appropriate notice; treating all people with dignity and respect; exhibiting good listening and comprehension skills including giving and welcoming feedback.

QUALIFICATIONS AND JOB-EVALUATION DOCUMENTATION

KNOWLEDGE: Bachelor's degree or 3 - 5 years of experience in technical writing, grant-writing, research, budget preparation and composition skills. Experience with managing and writing government grants i.e. USAID, familiar with governmental funding and procurement process. Understanding of legislative processes highly desirable.

INFORMATION PROCESSING: Analyze reports for reasonableness and accuracy. Set priorities on work, construct correspondence and reports, and organize filing systems. Skilled use of word processing, spreadsheet, power point, and other computer programs.

SCOPE OF RESPONSIBILITY: Work independently. Analyze situations and recommend and implement solutions. Perform grant-writing functions in accordance with defined procedures. Provide reports to management. May require international travel.

INTERPERSONAL COMMUNICATION: Work well with other employees to coordinate the preparation of grant proposals, volunteer placement, and reporting process. Exercise good judgment, courtesy, and tact in contacts with employees and the public. Competent in understanding and appreciates other cultures and experiences.

IMPACT OF RESULTS: Procurement of funds through grant proposals to foundations, government resources, corporations, churches, United Way, CCA and Combined Federal Campaigns.

Describe controls: Vice President of Policy & External Affairs reviews work for accuracy and results obtained.