



THE OREGON
HISTORICAL
SOCIETY
FOUNDED 1898

Job Description

Job Title: Program Manager, Grants and Proposals

SUMMARY

Working closely with the Director of Development and Marketing, other senior directors, community partners, and grantors; locate and prioritize opportunities, coordinate content resources, produce timely proposals, follow-up and report on, funding proposals from the Oregon Historical Society.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Primary Goals:

- According to the Strategic Plan goals and objectives; research, identify, and help prioritize grant proposal opportunities for OHS
- Define and implement a yearly proposal creation and submission plan
- Define, create and manage a grant reporting process (using Raiser's Edge) to ensure accurate documentation and timely reporting
- Working with OHS senior directors define and match program needs with grant opportunities in both the public and private sectors.

Primary Tasks:

- Grantor research and opportunity identification
- Grant-team creation and management
- Proposal writing and presentation
- Documenting and tracking proposals in Raisers Edge
- Producing timely reports for active grants
- Support the Director of Development as needed
- Supervise interns/volunteers as needed

Essential Responsibilities:

The Grant Manager must develop and maintain extensive knowledge about OHS programs, services, and constituencies. The ideal candidate is a skilled writer, editor and verbal communicator, while also being highly organized, detailed and systematic. He or she must understand, support and promote the organization's mission, vision, values and principles, and uphold the professionalism of the organization at all times. The ability to create, maintain and enhance positive relationships with staff, partners and grantors is essential.

Percentage of Time Allotted:

% 15	Grantor research and opportunity identification
% 20	Grant-team management
% 10	Documenting and tracking proposals in Raisers Edge
% 23	Proposal writing and submission
% 20	Support the Director of Development as needed
% 2	Assist in Training volunteers, interns, students
% 10	Other duties as assigned

SUPERVISORY RESPONSIBILITIES

This position may act as supervisor of departmental volunteers or interns.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Ability to cultivate and further relationships with a wide variety of constituencies, including staff, organizational supporters, current and potential donors, board members, and community partners

EDUCATION and/or EXPERIENCE

Bachelor's degree (B.A.) in a related field from four-year college or university and five plus years related experience and/or training in grant and proposal creation for a non-profit; or equivalent combination of education and experience. Experience with the design, development and production of proposals and grants utilizing various mediums.

LANGUAGE SKILLS

Requires excellent written and oral communication skills and the ability to read, analyze, and interpret general business periodicals, professional journals, and financial reports. Ability to write reports, business correspondence, and procedure manuals. Effectively present information and respond to questions from groups of managers, visitors, donors and the general public. Also entails the ability to develop and articulate work plans and results.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

COMPUTER SKILLS

Strong computer skills are essential: Microsoft Office Suite, plus experience with Adobe Illustrator is highly desirable. Excellent database management skills, preferably with Raiser's Edge. Must be adept at using various applications including database, spreadsheet, report writing, project management, graphics, word processing, presentation creation/editing, communicate by e-mail and use scheduling software.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Excellent organizational and project management skills are essential. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to develop and articulate work plans and results

CERTIFICATES, LICENSES, REGISTRATIONS & OTHER REQUIREMENTS

Valid driver's license and the ability to pass a background check.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 40 pounds to assist Facilities staff with event set-up. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. A flexible schedule that can include night and weekend work is essential.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. A flexible schedule that can include night and weekend work is essential.

Position submitted by: _____

Date: _____

Approval: _____

Date: _____