



ABOUT OREGON HUMAN DEVELOPMENT CORPORATION & OUR MISSION

Oregon Human Development Corporation (OHDC) is a culturally specific community action nonprofit that has been providing workforce development, emergency housing assistance, and associated services for farmworkers and disadvantaged individuals throughout Oregon since 1979. These services include support, referral, advocacy, resources, assistance, and education.

GRANTS ADMINISTRATOR OVERVIEW

The Grants Administrator will manage acquisition of funding from federal, state, and other sources, reports submission to OHDC funders, and maintenance of a database and calendar of current and prospective grants. They will work closely with the Operations, Information Services, and Finance departments to articulate our programmatic successes and seek out new sources of funds for pursuing our mission. The Grants Administrator will manage grant writing and contract compliance processes while fostering collaboration and alignment with OHDC's mission. This position will have primary responsibility for securing the operating funds of OHDC and training staff and leadership on strategies for retaining and expanding those funds.

ESSENTIAL FUNCTIONS

- Lead the full life cycle of grant research, application, and compliance, with a focus on strong internal and external grant communications and strategy
- Generate revenues for OHDC programs and services through overseeing timely submission of well-researched, well written, and well-documented grant applications and proposals for public and private funding sources
- Establish and maintain procedures and policies to assure proper review and approval of grant applications and grant reporting
- Write and submit reports to government, corporate, foundation, and other funders
- Prepare and disseminate materials concerning available grants, awards, and related programs for leadership, program directors, and field staff
- Maintain database and calendar of existing and prospective grants and their status
- Develop Subject Matter Expertise on all OHDC grants
- Assist Finance personnel with developing the grant application budget
- Other related duties and responsibilities as assigned.

ORGANIZATIONAL RESPONSIBILITIES

- Perform work in alignment with OHDC's mission of 'promoting economic advancement and self-sufficiency of farmworkers and underserved communities'

- Support the organization's commitment to equity, diversity, and inclusion by fostering an atmosphere of cultural humility, respect for all individuals, and compassion
- Strive to meet annual program/grant goals in support of the organization's strategic goals
- Adhere to the organization's policies and procedures

QUALIFICATIONS AND EXPERIENCE

- Grant writing and reporting experience across varied funding sources
- 2-5 years of experience in professional writing that requires research and meets specific considerations
- Ability to synthesize complex or diverse information, collect and research data, and use intuition
- Writes clearly, concisely, and informatively, communicates professionally with diverse audiences, and has strong presentation skills
- Sets and achieves challenging goals, adapts to changing dynamics, demonstrates persistence, and overcomes obstacles
- Self-directed and organized, takes ownership of application process and can work under deadline with multiple sources to secure pertinent information for grant reporting and applications
- Broad experience with software management tools and project management

PREFERRED QUALIFICATIONS

- Demonstrated success with securing large public-sector grants
- Understanding of financial and general business practices
- Experience with staff training, development, and internal leadership

Even if you do not meet our preferred qualifications, we still want to hear from you!

We are interested in finding the best candidate for the job. If you meet key qualifications for the role, and believe you would be a good fit, we encourage you to apply.

ADDITIONAL INFORMATION

- Location: Hybrid available with 2-3 days/week in central office (Gresham)
- Job Type: Full-time 40-hour employee
- Supervisor: Executive Director
- Division: Programs
- Starting Pay Range: \$70,000 to \$75,000 salaried and exempt from overtime

OHDC is an equal opportunity employer and does not discriminate on the basis of race, color, sex or gender, religion, sexual orientation, identity, physical or mental disability, nationality of origin, Veteran status, or any other category protected by state or federal law.

We offer a generous benefits package to employees, including paid time off starting at 20 days/year, 12 paid holidays annually, a PPO medical, dental, and vision benefits plan with OHDC covering 90% of the premium cost, a 403b available to all employees and dollar for dollar matching up to 6% after 1 year of service, employer paid short-term and long-term disability, a

medical Flexible Spending Account and Dependent Care Flexible Spending Account, and an employer-funded Health Savings Account.

In terms of work culture, OHDC is a collaborative and supportive work environment, where work/life balance and flexibility are respected and encouraged. We pride ourselves on the work we do in the communities we serve.

How to apply

- Candidates should submit a cover letter and resume to: jobs@ohdc.org
- Application Deadline: Open until filled