



JOB ANNOUNCEMENT

Job Title: Grant Writer
Reports to: Grants Coordinator
Group: Communications & Fundraising
FLSA Status: Non-exempt
Compensation: Starting pay: \$18.89-\$22.49/hour, depending on experience, plus generous benefits package
Hours: Full time, generally 8-5 Monday-Friday.
Location: East Portland (currently remote, future TBD)

Want to help make a difference? Human Solutions counters the forces that keep people and communities in poverty by building relationships and assets that create opportunity - today and for future generations.

We partner with people and communities impacted by poverty so they can achieve long-term housing and economic security. We invest in affordable housing and community assets that contribute to strong, inclusive neighborhoods. We advocate with our community for policies and investments that expand housing and economic opportunity, eliminate wealth inequality and end poverty.

East Portland/East Multnomah County, Oregon is our home and the heart of our investments, advocacy and programs.

Human Solutions envisions vibrant, healthy neighborhoods where all people can share in the security, hopes and advantages of a thriving, supportive community.

Human Solutions operates as a nimble, financially strong organization driven by our passion, strategic goals and [guiding principles](#).

Diversity, inclusion and [equity](#) are fundamental values for Human Solutions, both internally and externally. HSI has an Equity Council, which acts as an internal board to vet and recommend personnel policies and compensation practices. The council is staffed primarily by staff of color in non-management roles. It also helps with diversity-related projects, such as coordinating staff diversity trainings and provides ongoing input into our equity work.

Human Solutions is working to end homelessness and poverty in our community because everyone deserves a safe place to call home.

What Human Solutions Can Offer You: We offer a comprehensive array of benefits in support of your physical, emotional and financial well-being. A few highlights:

- Employer paid premiums for employee health insurance.
- Generous paid time off, 13 paid holidays, a floating birthday holiday and the ability to maintain a great work/life balance.
- Employer paid premiums for short-term and long-term disability insurance and life insurance.
- Access to an employee assistance program.
- Flexible spending accounts for health and for dependent care.
- Professional development opportunities, including employee driven committees and monthly optional staff workshops.
- Access to wellness initiatives and resources including things such as walking groups, yoga classes and workshops on stress management, self-care and wellness.
- Opportunity to contribute to a 401k retirement plan with a 2% employer match after three months of employment.

SUMMARY

The Grant Writer works with the Grants Coordinator to research prospects, write and submit proposals, and submit required reports for foundation and corporate grants.

DUTIES AND RESPONSIBILITIES include the following (other related duties may be assigned, as necessary, typically to support other fundraising team efforts):

- Conduct research to identify foundation and corporate grant funding sources: local, regional and national
- Assist with all phases of submitting high-quality grant proposals, including all required attachments

- Ensure that all funder requirements are met
- Collaborate with program managers to 1) turn project ideas into grant proposals with accurate project budgets, and 2) clearly communicate grant activity and reporting needs
- Use accurate and current program data and relevant local statistics for submissions
- Work with Grants Coordinator and team director to set annual fundraising goals
- Maintain internal grant tracking system in database and submit applications via a variety of online platforms
- Assist with other fundraising projects, as requested

SUPERVISORY RESPONSIBILITIES:

The Grant Writer has no supervisory duties.

QUALIFICATIONS

To perform this job successfully, an individual should be able to perform each essential duty satisfactorily. We know that Black, Indigenous and other People of Color and women often may not apply to a position if they don't feel they meet all requirements. We encourage applicants who think they may be a good fit for this position, but who may not have all of the qualifications listed. Experience and knowledge come from many places, including lived experience in our service areas, volunteer and community work, and nontraditional education.

These qualifications are representative of the knowledge and/or skills required:

- 1+ year of writing grant applications to corporate and/or private foundations
- 2+ years-experience in a non-profit social services organization or equivalent experience (non-profit fundraising, development or a related field is a plus)
- Strong writing and editing skills; demonstrated ability to write in a clear, structured, and persuasive manner
- Work independently and plan for and meet hard deadlines on a regular basis
- Culturally responsive and trauma-informed interpersonal skills
- Knowledge of historic and ongoing systemic racism and commitment to antiracism work
- Effectively manage, organize and prioritize many diverse and concurrent activities and responsibilities

- Communicate effectively with funders
- Operate proficiently in a Windows PC and Microsoft Office environment or commitment to learning these tools
- Be an active member of the Communications & Fundraising team

PREFERRED EXPERIENCE & QUALIFICATIONS

- Preparing basic program budgets
- Familiar with Oregon human services funders
- Knowledge of fundraising resources and research techniques for funding prospects

PHYSICAL DEMANDS

The physical demands described here represent common requirements for this position, but should not be considered limitations to applicants where a reasonable accommodation would allow a person to perform the work in a similar manner.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and talk or hear. The employee frequently is required to stand; walk; sit; and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, and distance vision. The noise level in the work environment is usually moderate.

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. We are currently working remotely due to COVID, with an option to be in an office (masked). There may be opportunities for hybrid home-office working going forward. Our office environment has lots of natural light from windows, shower and quiet room, bike parking, and dogs may be present with their staff owners. Sit-stand desks are provided for all office positions. Our location is adjacent to Gateway Discovery Park.

TO APPLY

Send resumé, cover letter, and three writing samples (including a sample of a grant you have written or co-written is a plus) to: Patricia McLean,

pmclean@humansolutions.org. Open until filled; we will begin reviewing resumes on Monday, August 9th.

Did you notice the font is large? This is done for accessibility purposes. It is [recommended](#) to use at least 14pt font size with Arial or Verdana (sans serif) fonts being the most legible.