



Job Description – Grant Coordinator

Job Title	Grant Coordinator	Department:	Administration
Reports To	EXECUTIVE DIRECTOR	Salary Range:	BASED ON EXPERIENCE: \$27.00 - \$32.00 / HOUR
FLSA	NON-EXEMPT	Revision Date:	10/03/2023

ABOUT PCRI

Portland Community Reinvestment Initiatives, Inc. is a non-profit community development corporation with a mission “to preserve, expand and manage affordable housing in the City of Portland and provide access to and advocacy for services to our residents”. With over 800 units of affordable housing, PCRI’s unique mix of single-family homes, small multi-plexes and community apartments represents one of the last stable opportunities for low-income households to remain in their vibrant Portland neighborhoods. These homes and apartments are woven into the fabric of their neighborhoods and are a model for eliminating concentrations of poverty.

To accomplish PCRI’s goal of addressing involuntary displacement, PCRI established a displacement mitigation initiative, Pathway 1000, with the sole purpose and intent of slowing and reversing the involuntary displacement of long-term residents previously forced to move from N/NE Portland, and current residents at risk of displacement. Through the Pathway 1000 initiative, PCRI aims to build and create at least 1,000 homes in the next 10 years, many of which will be available to purchase. The homes will be located throughout the city of Portland, with the primary focus on the N/NE Portland neighborhoods where displaced families previously resided.

POSITION Summary:

The Grant Coordinator establishes, coordinates, and implements PCRI’s grant activities related to analysis of needs; identification of grant opportunities; determination of eligibility criteria; drafting and submission of proposals; and administration of successful grant awards. This position will also oversee and coordinate all efforts in planning, developing, and delivering PCRI fundraisers throughout the year.

ESSENTIAL FUNCTIONS:

- Work strategically and collaboratively with leadership team members to determine needs and write and submit successful grant applications by stated deadlines.
- Research, identify, evaluate, and plan grant opportunities that advance our mission and meet funding needs.
- Coordinate proposal preparation, review, and submission; compile necessary information for the application process through collaboration with PCRI staff, database research, fact-finding actions and meetings

- Prepare and review all necessary forms for assigned applications; ensure correct organizational and proposal information
- Assist with grant management and administration, including reporting, tracking, and follow-up.
- Forecast grant funding to inform the annual budget.
- Assist in the management of Special Events.
- Collaborates to identify prospective donors. Conducts research on prospective donors, foundations, and other funders as directed.
- Monthly reports on grant funding progress, including applications submitted, their outcomes, and progress toward fundraising goals.
- Works closely with program staff and other department staff to identify funding needs and ensure that funding proposals comport with the needs and mission of the organization.
- Ensure all Special Events achieve/exceed revenue goal by implementing industry best practices for recruiting event committees, teams, sponsors and individuals to grow our constituent base.
- Complete special projects and serve as the local contact for third party events in the community as the opportunities become available or as assigned.
- Evaluate event results and prepare recommendations for future events to expand our community reach
- Track and communicate all grant deadlines to department directors.
- Maintain proposal and award notification records in a system of record
- Maintain grant calendar and master files on grants and paperwork connected to programs funded by grants
- Complete and transmit the approved proposal package; meet all deadlines and provide any necessary assistance with electronic systems that require direct interaction

JOB SCOPE:

In order to effectively collaborate with all departments, this position is an in-office position during our regular business hours from 8:30a.m. to 5:00p.m., Monday through Friday.

EDUCATION AND/OR EXPERIENCE:

A bachelor's degree is preferred; Minimum three years of experience writing grants individually or in collaboration.

QUALIFICATIONS:

- Demonstrated track record writing successful grant applications using excellent writing and storytelling abilities.
- Highly organized and able to manage tasks and people to accomplish goals and meet deadlines.
- Strong and consistent grammar, structure, and proofreading skills, with the ability to pay attention to detail.
- Experience with programs such as Little Green Light, MS Office Suite, including Excel, MIP, and project management software.
- Ability to take initiative, prioritize tasks and meet deadlines consistently.
- Strong interpersonal and relationship-building skills, with high emotional intelligence.
- Ability to work well collaboratively and independently while remaining proactive and responsive.
- Able to be flexible and adaptable in an entrepreneurial environment.

- Critical thinker with strong analytical, problem-prevention, and problem-solving skills.

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities

CERTIFICATES, LICENSES, REGISTRATIONS:

Coursework or a certificate in grant writing is highly desired.

COMPENSATION / BENEFITS:

Salary is commensurate with qualifications and experience. PCRI provides a generous benefits package that includes 10 days of paid Vacation after the completion of one year of employment that increase over time to 20 paid days. In addition to paid vacation, PCRI's annual benefits package includes 9 days of paid Sick Leave and 3 days of paid Personal Time Off, 11 paid holidays, employer-paid health coverage (medical, dental, vision) that requires a contribution for employee if dependents added to plan, Long Term Disability Insurance, 403(B) employer match contribution of up to 3% of employee's annual salary. Voluntary benefits include: Life Insurance, Short Term Disability insurance, critical and accidental insurance.

WORK ENVIRONMENT / COMPANY VALUES:

PCRI is a fast-paced, highly engaged work environment. We strive to communicate effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities and cultural backgrounds. We actively seek opportunities for professional development for our staff and promote a willingness to change for continual improvement.

PCRI is an EEO employer committed to the inclusion of all people in our workplace and programs.

Finance / Accounting office is located on 3rd floor of office building with no elevator.

Undergoing and passing a pre-employment criminal background, drug test and physical exam is required.

REASONABLE ACCOMMODATIONS:

To perform this job successfully, an individual must be able perform each essential function and the physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATION PROCESS:

Interested candidates should submit a resume and a cover letter addressing qualifications for the position, to the attention of Tiana Barnett, Office Manager / HR Assistant. PCRI, 6329 NE Martin Luther King Jr. Blvd, Portland, Oregon, 97211, by email at jobs@pcrihome.org, or fax to (503) 943-2844. This position is open until filled. Please note that only those candidates selected for an interview will be contacted.