



Job Description: Grants and Appeals Lead (Co-Fundraiser)

Note: the application period for this position has been re-opened from a previous application window. Application open until filled; priority review starts June 30, 2022

About You

You are passionate about changing systems so everyone in Oregon has access to putting food on their table every day. You have demonstrated commitment to social, racial, and economic justice. You relish working collaboratively and collectively, building consensus and building power. You have an understanding of community centric fundraising principles and value anti-racist fundraising practices.

You bring experience with fundraising and are excited to expand on your knowledge. You may have a combination of formal or informal work experience, education, and/or training in nonprofit fundraising. This could include non-traditional education, volunteer or paid work, internships, community-based and other types of training and workshops. We value lived experience and transferable skills.

About The Position

A member of a non-hierarchical fundraising team of two, the person filling this position will be primarily responsible for grants, monthly donors, and annual appeals, and will work with a co-fundraising organizer who is primarily focused on major gifts, individual donor relationships, corporate partnerships, and events. The two will share work in the budgeting and development planning process.

Support for Hunger-Free Oregon's work to end hunger includes funding from foundation and corporate grants, government grants, individual giving, corporate giving, and events. We raise around \$1.5M annually to support the mission.

We employ community-centric fundraising principles in all of our work and focus on strengths-based grant writing and community-centric individual appeals.

Roles & Responsibilities

Grants & Contracts Circle Steward (lead)

- Lead the Grants & Contracts Circle (a team of 3-4 staff members) including scheduling meetings, planning and sharing agendas, taking notes, and monitoring action items
- Research new opportunities for grants and contracts and present to the circle to decide which ones to pursue, based on our equity analysis and capacity
- Manage grants and reporting calendars, in collaboration with the Team and Programs Specialists, to ensure all tasks are assigned and completed on time
- Responsible for ensuring our CRM database (EveryAction) is up to date and all grants and contracts information, including contacts, is added in a timely manner
- Primary grant writer for all proposals, working collaboratively with circle members
- Build and maintain relationships with foundations and corporations

Individual Giving

- Manage monthly donor program, including stewardship and cultivation
- Lead and implement annual appeal to recruit new monthly donors
- Lead on two appeals per year (spring/summer and end of year), working collaboratively, to write appeals, mail or email, and secure gifts

Development Administration

- Participate in the Fundraising Circle weekly meetings
- Ensure EveryAction CRM is up to date
- Check mail, log checks, and send donation acknowledgments in a timely manner (shared with other team members)
- Participate in annual budget planning and revenue projections; and mid-year budget adjustments.

Team Support & Other Tasks

- This role will be a member of the Team Support (administrative) circle
- This position will contribute to organization-wide culture and strategy including participation in all-staff meetings, trainings, etc.
- Other duties and roles that match interest and skill to contribute to a healthy, thriving, and supportive organizational team

Organizational Restructuring

In the past two years, Hunger-Free Oregon has created a collaborative and collective internal structure that is unlike most nonprofits. We make decisions using a consensus-based decision-making process (gradients of agreement). We do not have supervisors; instead, we operate in systems of "circles" and sub-circles. Our all-staff body is known as "All-Staff Caucus" and is the governing body of the organization (reporting to the board of directors). We hold monthly call-in meetings to practice a culture of accountability and care. All of these practices are designed to root out and transform white supremacist patterning that is prevalent in the nonprofit industrial complex and our organization.

We are seeking a team member who will be committed to engaging in this work in the spirit of collectivism, and who can be flexible as we evolve together.

Benefits and Schedule:

- Full-time, exempt, with work schedule flexibility. PHFO strives to develop workloads assuming capacity of 36 hours a week and is experimenting with, evaluating, and exploring moving to a 32hr work week in the future.
- \$65,000-70,000 (DOE) (bi-weekly pay periods), annual opportunity for cost of living adjustment and merit-based pay increases. Because our salary system centers equity, transparency, and sustainability, salary offers for this position are not negotiable.
- Generous benefits including health, dental, and vision insurance; up to 3% matched retirement (IRA); 12 weeks paid family/medical leave; health & dependent care flexible spending account availability; Professional Development fund. Paid time off includes 3 weeks of vacation with annual increase; 2 weeks of sick time; 12+ holidays; Office closes one week in the winter and one week in the summer for all-staff breaks.

Preferred Experience

The successful candidate will bring a strong equity lens to this work along with a deep commitment to, and passion for, social and food justice. This candidate should have:

- Strong writing skills
- Experience growing and maintaining a grants portfolio
- Relationship building skills
- Strong project management skills
- Organizational skills
- Values rooted in equity and community centric fundraising and ethical storytelling
- Lived experience with hunger and/or poverty

Physical Demands and Work Environment:

We recognize that the physical demands listed here may present a barrier to some folks, therefore, we encourage all interested applicants to apply and to contact us at recruitment@oregonhunger.org to discuss any accommodation needs. We welcome applications from individuals with disabilities and will make reasonable accommodations for applicants and employees.

Position requires ability to work on a computer on a daily basis. Position requires ability to communicate, via written and in-person (when safe to do so) methods.

Office is located in a single-story building that is wheelchair accessible. Office building has reserved parking available (shared among staff) and is located near several high-frequency bus lines.

During the COVID-19 pandemic, staff have the option to work in the office, but currently working from home is the default status. When in the office staff are following Covid protocols and supplies and systems are in place to provide a safe working space.

How to Apply

Please put Grants and Appeals Lead in the subject line and submit a (1) resume and (2) cover letter to recruitment@oregonhunger.org.

In your cover letter, please speak to how our organizational values are reflected in your life, work experience and approach to fundraising. Our [organizational values](#) are 1) lived experiences, 2) building power, 3) challenging power, 4) accountability and 5) social, racial, and economic justice.

Equal Opportunity and Non-Discrimination Statement

Partners for a Hunger Free Oregon is committed to equity, diversity and inclusion in our hiring, job advancement, internal operations and when considering the impacts of our work. People of color, from diverse communities, and/or people who bring personal experience of poverty are strongly encouraged to apply. We do not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, mental or physical disability, age, marital status,

military or veteran status, national origin, ancestry, ethnicity, or any other legally protected class.

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description. Hunger-Free Oregon is committed to building a diverse and inclusive organization and we strongly encourage you to apply, even if you don't believe you meet every one of the qualifications as described or if you require a reasonable accommodation to apply for or perform job duties.

About Partners for a Hunger Free Oregon

Hunger-Free Oregon is a statewide anti-poverty advocacy organization with a small staff of ten. We understand that leadership comes from those with lived experience and that hunger and poverty do not exist on their own, but rather a result of overlapping systems of oppression that create layers of privilege and inequity.

Our values and work are centered in creating systemic changes to end hunger, including the redistribution of resources and power to communities who have been disproportionately affected by systems of violence. Our policy and advocacy work is rooted in a desire for shared liberation from systems of oppression, such as racism, xenophobia, classism, cissexism, and other forms of violence, which will allow all to thrive. To this end, our staff and board work with the values of collectivism, integrity and equity.