POSITION: Development and Grants Associate
WAGE: $37,000 - $42,000 per year
LOCATION: Main Office - 10301 NE Glisan St. Portland, OR. 97220
APPLY AT: www.irco.org
STATUS: Full Time with Benefits
SCHEDULE: Monday – Friday, 8:30am – 5:00pm with additional hours as needed
PROGRAM(S): Administration
OPENING DATE: January 28, 2020
CLOSING DATE: Open until filled
LANGUAGE: English required – Bilingual preferred

GENERAL POSITION SUMMARY:
The Development and Grants Associate is a part-time position that plays a key role in the agency’s Development Team and Administration—working closely with the Development Coordinator in providing administrative and project support to the Development Team and the Director of Development and Communications with a focus on preparing and submitting proposals/grants.

ESSENTIAL FUNCTIONS:
• Work with Development Coordinator (Coordinator) to provide a range of needed administrative support for Development Team projects and activities such as scheduling meetings, supporting funder site visits, and assisting with agency wide events. This support may include but will not be limited to developing and communicating logistical plans, creating/providing materials, communicating with team members and leadership, and providing support (e.g. set-up, note-taking, clean up, filing, and follow-up)
• Provide support for proposal and project planning including preparing templates, drafting and communicating deadlines and task lists, and providing updates/progress reminders to ensure assigned projects and proposals are progressing within established timeframes
• Assist in preparing, writing, and editing grant proposals and submission materials including but not limited to providing research, writing/editing narratives, and developing budgets for review
• Play a key role in planning, drafting, and/or securing all required proposal attachments including letters of commitment/memoranda of understanding, work plans, organizational charts, and job descriptions
• Review assigned proposals to carry out needed content and/or clerical edits and to ensure they are accurate, aligned with funders’ requested scope of work, and are correctly formatted
• Prepare and submit completed proposals on deadline and following all guidelines and submission requirements
• Support agency partnerships by following up on/routing communications and drafting letters of support, letters of commitment, or memoranda of understanding. These are often time-sensitive projects. Update Coordinator of these important requests and develop internal timeline/deadlines
• Support agency data collection and evaluation initiatives as assigned (e.g. assist with development related data collection, support planning and implementation of data systems and reporting, assist with Community Needs Assessments, etc.)
• Take initiative to provide regular updates to Coordinator on task assignments and progress including on planned participation in meetings, trainings or committees and about task requests, issues, or delays. Strategize on task prioritization and collaboration that is needed to accurately complete all assignments within established timeframes.
• Regularly read, copy, scan, email, compile, and document a variety of professional correspondence; material is often confidential and should be treated as such
• Support the development, improvement, and or implementation of internal grant tracking, data collection, and organizational systems

SECONDARY FUNCTIONS:
• Compose and type reports, forms, spreadsheets, and related materials, and perform research, analysis and statistical support for special projects as assigned
• Engage in research and information gathering that supports agency projects, program development, and initiatives as assigned
• Support team members with projects and meetings as assigned, including providing occasional back up to the agency’s Board support staff (e.g. note taking, meeting scheduling, task coverage during PTO, etc.)
• Support and participate in staff meetings, trainings, committees, and other projects as assigned to support program development as well as other IRCO goals and objectives

JOB SPECIFIC QUALIFICATIONS:
• Experience working in the environment of and/or a background that is multi-cultural, multi-lingual, and/or multi-ethnic
• Fluency in English with strong verbal and strong written communication skills required; experience in grant writing preferred.
  o A writing sample of approximately 100-500 words will be requested from candidates prior to interview (e.g. portion of grant narrative, press release, or related material).
• Ability to maintain confidentiality.
• Ability to communicate about and solve problems with transparency, positivity, and initiative
• Must complete many short- and long-term tasks and projects on different timelines simultaneously and with quickly shifting priorities
• Collaborate with and within an established team and with persons outside of the organization, which includes staff and leadership working in many different roles and levels of the organization
• Ability to listen and clearly communicate on task progress, project needs, and about one’s schedule to accommodate team needs

KNOWLEDGE:
Education: Bachelor's Degree
Experience: 3-4 years of experience is required
Licensure, Certification:
Additional Language Required:
Computers: All positions at IRCO require use of a computer and experience working with Microsoft Products including but not limited to Microsoft 365, Excel, Word, Outlook and PowerPoint. In addition, this position specifically requires: Demonstrated expertise in MS Office including experience using Microsoft word to develop projects, experience creating budgets (in Excel) and working with Excel data to draft
communications.

**SKILLS:**

*Communication:*  
Regular communication inside and outside the organization to exchange ideas and gather information

*Creativity:*  
Regular need for the development of new processes and procedures or the redesign of interrelated processes and procedures is needed

**EFFORT:**

*Mental:*  
There is an occasional need to assess risk as well as to make determinations about tasks and deadlines.

*Physical:*  
Positions at this level require minimal physical effort such as light lifting, carrying or movement, etc. Physical capability involves use of office or equipment where some agility and hand eye coordination is needed

**RESPONSIBILITY:**

*Impact and Influence:*  
Positions at this level have a some need or ability to analyze problem or concepts or make decisions on the information. Positions at this level have some impact to and influence on organization operations, programs, expense or budgetary outcomes

*Work Independence:*  
Positions at this level are expected to handle regularly assigned work which includes making decisions and taking action under limited supervision. New or unusual work is performed with a moderate degree of supervision, assistance, and review

*Planning:*  
Positions at this level must consider own work and work of others. Planning processes will include determination of issues or obstacles and preferred courses of action. Ability to forecast for the near future (six to twelve months) is required

*Supervision:*  
Positions at this level are not responsible for any supervisory functions or responsibilities but may occasionally be asked to orient and/or train new employees or volunteers

**WORKING CONDITIONS:**

*Environment:*  
This level has a work environment that is well protected, with virtually no hazards or obstacles. There is very little element of personal risk or hazard. Job conditions are stable, usually well managed, and very comfortable

*Schedule:*  
The work schedule is mostly stable and does not fluctuate without prior notice

**HOW TO APPLY:**
Applications are accessible on the IRCO website, www.irco.org or IRCO’s main office, 10301 NE Glisan, Portland, OR 97220, 503-234-1541. Attach resume and cover letter to IRCO application form. This position requires the completion of an IRCO application. Materials submitted without a completed application are considered incomplete and will not be considered. Due to the high volume of applications received, we will not be able to contact each applicant. We may not be able to return calls regarding the status of your application. If selected for an interview, we will contact you by telephone.

ABOUT IRCO:
The Immigrant and Refugee Community Organization (IRCO) is a non-profit organization established in 1976 to serve immigrants, refugees, and the broader community in Portland, Oregon. Our mission is to promote the integration of refugees, immigrants, and the community at large into a self-sufficient, healthy, and inclusive multiethnic society. Find out more at www.irco.org.

IRCO IS AN EQUAL OPPORTUNITY EMPLOYER