

# Development and Grants Manager



Location: Tillamook, Oregon

Type: Full time - 40 hours per week + benefits (medical/dental/retirement)

Pay Rate: \$55,000 - \$75,000 DOE

CARE Inc is a Non-Profit agency that offers housing and employment assistance, peer recovery support, and uses non-clinical, peer-based activities and case management to support individuals to help make the life changes necessary to recover from mental health and substance abuse disorder conditions, to meet the basic needs of Tillamook County.

The Development and Grants Manager has an important role in CARE's fundraising, fostering donors, submitting grants, and building a donor base. The role is responsible for helping to lead the strategic planning, execution, and evaluation of fundraising and development initiatives. Planning and developing annual fundraising activities with the Marketing and Special Event Manager. The Development and Grants Manager will help create and publish the CARE Inc., Impact Report, monthly and annual reports to the board and state, and will monitor the grants and keep watch for any unforeseen issues with political or social issues that may impact the grants.

The job is not all work and no play, the position will also work closely with the Special Events and Marketing Manager to plan and invite guests for the annual fundraising events, our holiday parties and other fun events throughout the year! This position reports directly to the Executive Director. The Development and Grants Manager will collaborate with the Leadership Team and will continue to build and foster a culture of philanthropy, community engagement, board and staff participation, and innovative, creative ways to build community trust, donors, and engagement in the community.

**Special Note:** *Marketing and Special Events may become a part of the job description as part of future restructuring. Salary would be commensurate with the position and title, once changes are made, agreed too, and made permanent.*

## Responsibilities for Development and Grants Manager:

- Cultivate and maintain relationships with individuals, corporate sponsors, foundations, and government agencies.
- Organize, plan, and oversee all events and fundraising activities of the organization.
- Identify, apply, and manage grants from public and private sources.
- Create and present fundraising materials and campaigns.
- Acknowledge all donor gifts and donor communication in a timely manner.
- Track and report all donations and grants in donor and grant software.
- Prepare monthly reports for leadership and board on donor reports and events.
- Represent the Executive Director in the community when needed.
- Cultivate and maintain relationships with individuals, corporate sponsors, foundations, and government agencies.
- Manage the entire grant lifecycle, including research, proposal writing, submission, and reporting.

- Develop and maintain relationships with funding agencies and stakeholders to identify new funding opportunities.
- Prepare and edit grant proposals, ensuring clarity, accuracy, and adherence to guidelines.
- Conduct thorough research to support grant applications and program development initiatives.
- Oversee contract management processes related to grants, ensuring compliance with all terms and conditions.
- Collaborate with program staff to develop budgets and financial reports for grant proposals.
- Utilize databases such as Raiser's Edge for tracking grants and managing donor information.
- Engage in strategic planning efforts to align fundraising initiatives with organizational goals.
- Provide training and support to staff on grant writing best practices and requirements.
- Proofread and edit documents for accuracy, clarity, and consistency before submission.
- Organize, plan, and oversee all events and fundraising activities of the organization.
- Identify, apply, and manage grants from public and private sources.
- Create and present fundraising materials and campaigns.
- Acknowledge all donor gifts and donor communication in a timely manner.
- Track and report all donations and grants in donor and grant software.
- Prepare monthly reports for leadership and board on donor reports and events.
- Represent the Executive Director in the community when needed.
- Attend meetings and represent CARE at social service clubs and meetings.
- Communicate our message and brand throughout Tillamook County and Oregon.

### **Qualifications for Development and Grants Manager:**

- 5 years of Fundraising, Development, or Nonprofit Management Experience.
- Proven experience in grant proposal writing and fundraising within a nonprofit environment.
- Strong technical writing skills with the ability to convey complex information clearly.
- Familiarity with contract management principles and practices.
- Proficient in using databases for tracking grants and managing donor relations; experience with Donor View is a plus.
- Proficient in using Grant and Foundational Giving research database for finding, matching and applying for grants and foundations gifts, experience with Foundation Search is a plus.
- Strong understanding of fundraising principles and donor stewardship.
- Excellent research skills with the ability to analyze data effectively.
- Strong editing and proofreading abilities to ensure high-quality submissions.
- Experience in financial report writing, budgeting, and program development is essential.
- Exceptional organizational skills with the ability to manage multiple projects simultaneously while meeting deadlines.
- Strong interpersonal skills with the ability to work collaboratively across departments. Join our team as a Grants Manager where your expertise will play a vital role in securing funding for impactful programs that make a difference in our community!
- Excellent communication, relationship-building skills and people skills.
- Adept in public speaking.
- Strong Donor management skills and understanding.
- Strong special Event planning skills and a creative mindset.

- The ability to lead and influence your team and others in a collaborative environment.
- A strong commitment to CARE's mission.

## Benefits

- Employer paid medical/dental/vision insurance (beginning the first day of the month after hire date)
- Retirement with employer match (employer match begins after 12 consecutive months worked)
- Vacation, Sick, and Paid Personal Days
- Career Development

## How to Apply:

Please send your cover letter, resume, and three professional references to [sangerbauer@careinc.org](mailto:sangerbauer@careinc.org) **OR** mail your materials to:

CARE Inc.

Attn: Sandra Angerbauer

2310 First Street Suite 2

Tillamook, Oregon 97141

503-812-5269

## Subject Line Requirement:

Please ensure the subject line of your email includes your **last name**, followed by "**Development and Grants Manager**".

## Application Materials:

Applications submitted without the requested materials above will not be considered.

If you have any questions or require assistance, please feel free to contact us via email or phone.

CARE Inc is an Equal Opportunity Employer. CARE Inc. values a diverse and competent workforce that strengthens our organization and allows us to better serve our clients and peers. We value diversity and support, a positive and welcoming environment where all employees can thrive.

CARE Inc. has a commitment to inclusive excellence by advancing Diversity, Equity, Including, Access and Belonging in all that we do. We are an Equal Opportunity Employer, we do not discriminate against applicants based on any protected class status, including disability and protected veteran status. We encourage applicants from members from historically underrepresented racial / ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and other who demonstrate the ability to help us achieve our vision of a diverse and inclusive work family.

In practice, this means we don't discriminate on the basis of race, color, religion, sex, national, origin, age, disability, genetic information, sexual orientation, gender identity, status as a parent, marital status, or political affiliation. At CARE Inc. we are dedicated to building a diverse, inclusive, and authentic workplace, if you're excited about the role but your experience doesn't align perfectly with every qualification in the job description, we encourage you to apply. You may still be the right candidate for this or other roles with CARE Inc.

Please note this position description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.