

Position Description - OPAL Environmental Justice Oregon

Title: **Grants Coordinator / Manager**

Reports to: Director of Narrative Strategy (DNS)

Part Time, (0.5 FTE, approx. 20 hrs weekly) Non-exempt

Classification: Coordinator A to Manager D

Salary: \$20,800 - \$25,302 annually, \$20 - \$24.33 / hr DOE

Benefits: medical and dental (50% of premium paid), healing fund (\$500 annually), professional development (\$500 annually)



OPAL Environmental Justice Oregon seeks a dedicated and passionate individual to join our powerful team of grassroots organizers and community advocates. OPAL's mission is to build power for Environmental Justice and Civil Rights in our communities. We organize low income people and people of color to achieve a safe and healthy environment in the places we live, work, learn, pray, and play. We strive to create meaningful opportunities for our communities to impact decision-making.

The Grants Coordinator/Manager is a member of the Development team, reporting to the Director of Narrative Strategy. This part-time position will start June 1, 2019 and exist through December 2019, with potential to expand to a full time, ongoing position for the right person.

Duties and Responsibilities:

Management of Existing Grants and Contracts

- Maintain calendar of funding opportunities and reporting deadlines
- Identify and gather requirements for submission - attachments, questions, deadline
- Work with program and finance staff to meet requirements
- Work with funder to troubleshoot submissions
- Utilize and improve grant language library
- Assemble grant packages
- Coordinate review of grant submissions with Directors
- Manage and track timely submission of grants
- Manage reporting requirements and ensure timely submission of interim and final reports

Development of New Funding Proposals

- Research prospects for new funding
- Collaborate with program staff to develop grants that align funder and OPAL priorities
- Develop budgets for proposals
- Support external communications of OPAL programs as needed.

Other duties as assigned.

To apply: submit resume and cover letter to jobs@opalpdx.org and reference the position in the subject line. In your cover letter, please answer the following questions: 1) What is a pressing environmental justice issue in your community? 2) What fundamental changes are necessary to prevent environmental injustices from occurring? 3) OPAL defines power as "Organized People and Organized Money." How do you understand the role of "Organizing Money" as a part of social justice movements?