



Position Title: Grants and Foundation Relations Manager
Reports To: Development Director
Department: Development
Status: NON-EXEMPT – HOURLY
Schedule: 40 hours per week, Monday – Friday during regular business hours; specific schedule will be agreed upon with your supervisor. Hours to be completed on-site at Raphael House’s confidential location.

Salary Range: \$35.15 - \$40.45 per hour, depending on experience (above \$37.27 per hour reserved for those who exceed Qualification criteria for position); additional \$.50 per hour offered if bilingual in English and Spanish.
Hiring wage is determined using a standardized process that considers employment and lived experience, applicable knowledge and skills, training, and education. Staff are paid twice monthly.

Benefits: Raphael House offers a wide range of benefits to full-time staff including 100% employer-paid health, dental, vision, long-term disability, and life insurance; FSA (Flexible Spending Account) with \$500 annual Employer contribution; generous time off (with first year accrual totaling up to 30 days); retirement plan contribution match of 3%; an Employee Assistance Program with robust supportive resources; and extensive professional development opportunities.



Position Summary:

Under the supervision of the Development Director, the Grants and Foundation Relations Manager is responsible for the development and administration of 60+ grant proposals and associated reports each fiscal year, including strategy, data collection, research, and stewardship of relationships with foundations and other grant-making organizations. This position uncovers funding opportunities, and crafts compelling messaging that communicates Raphael House's mission, programs, and impact to ongoing and potential funders. The Grants and Foundation Relations Manager helps to achieve annual revenue goals established for the Foundations portion of the development budget, and as a member of the team, contributes to achieving overall fundraising objectives.

This role requires original, independent authorship of all grant proposals, reports, and related materials. To ensure confidentiality, accuracy, compliance, and organizational voice, the **use of artificial intelligence-based writing or content-generation tools is not permitted at this time**; this may be reviewed and updated in the future.

This position is represented by ILWU Local 5, and we are currently bargaining a first contract.

Application deadline:

Open until filled; desired start by August 10, 2026.

Applications will be reviewed and interviews scheduled as submissions are received. Early application is encouraged. **Cover letter, resume, completed Raphael House employment application form, and at least two writing sample attachments OR page with links to your written work must all be received in order to be considered.** There is also no such thing as the perfect candidate, so please apply even if you don't meet all the requirements. Just use your application materials to share the transferrable skills, experiences, and qualities you bring to the table!



About Raphael House:

Since 1977, Raphael House of Portland has helped survivors of domestic violence and their families find the safety, hope, and independence they deserve. We proudly provide family-centered, culturally responsive, and gender-inclusive services to a diverse community of more than 2,000 survivors annually. Our confidential emergency shelter is open and staffed year-round, 24 hours a day and our myriad wraparound programs continue supporting families every step of the way as they go on to build safe futures free from abuse. We couple these direct services with a Prevention Education program that teaches thousands of teens each year about equitable relationships and consent—with the goal of stopping domestic violence before it starts. Approximately 35% of Raphael House's \$5.7M budget comes from the generous contributions of individuals, foundations, and corporate partners.

You'll love working with us because:

- Our employees have voted Raphael House one of the 100 Best Nonprofits to Work for in Oregon 7 times! In 2021 and 2023, we placed in the top 15th amongst medium-sized agencies. We were also named one of the best Green Workplaces in 2019, 2021, and 2024.
- [Diversity, equity, inclusion, and accessibility are a priority here.](#) We're committed to the ongoing work of sustaining an environment where everyone at Raphael House – staff, volunteers, and survivors – feels safe, empowered, and can thrive.
- We are always learning and changing. Your ideas on how to make Raphael House a better place for survivors and staff really matter. Plus, we offer lots of ongoing training opportunities and each employee has an annual training stipend.
- We value self-care and taking breaks. In addition to generous paid time-off, we have a Wellness Committee dedicated to supporting staff, and so much more.
- We are a family- and community-centered organization and prioritize supporting staff with work life balance. We also have a culture of gratitude, where your hard work is appreciated!
- You receive gift cards to celebrate both your birthday and work anniversary each year.



- You get to take part in life-changing and life-saving work and help create a world without violence!

Essential responsibilities:

- Researches, develops, and writes grant and partnership proposals for foundations, other grant-making organizations, businesses, community and civic groups, and academic communities. Responsible for 60+ grant proposals and associated reports each fiscal year, totaling 100+ written deliverables annually.
- This role requires original, independent authorship of all grant proposals, reports, and related materials. To ensure confidentiality, accuracy, compliance, and organizational voice, the use of artificial intelligence-based writing or content-generation tools is not permitted at this time; this may be reviewed and updated in the future.
- Manages the full grant cycle, including prospect research, writing and submitting applications, reporting, and communicating with and stewarding funders. Ensures funder expectations are met and relationships are deepened, to encourage renewal and increased support.
- Maintains an annual grants calendar that includes follow-up reporting and stewardship activities.
- Cultivates and stewards strong relationships with new and existing funders and partners through meetings and regular communications, and in coordination with the Development team. Develops and implements strategic engagement plan, and documents all activities in DonorPerfect database.
- Project manages the application process for government (federal, state, city, etc.) proposals in close collaboration with the Executive Director, Finance Director, and agency managers.
- Works with the Executive Director, Development Director, Operations Manager, project coordinators, departmental managers, and accounting department to manage and administer grants over their lifetime: collects documentation, tracks expenditures, and ensures compliance with outcomes and requirements. Communicates timelines and requirements to program and finance staff in advance.



- Supports the development team with stewardship of donor advised funds and small family foundations.
- Works with the Development Director and Development Manager to create annual department budget, with focus on Foundation revenue assessment, forecasting, and goals.
- Collects and maintains agency-wide statistics and data (fiscal and calendar year) for development, grant reporting, and communications usage. Collaborates with Raphael House staff and agency partners, and communicates with staff to regularly collect and update.
- Maintains a strong, active understanding of agencywide programs and activities.
- Cultivates positive, collaborative working relationships with staff, community partners, and stakeholders.
- Prepares grant updates for monthly Board meetings and reports.

Secondary Duties

- Participates in weekly Development meetings and monthly All Staff meetings.
- Supports the development team with special events and projects, as needed.
- Other duties as assigned.

Supervisory Responsibilities: N/A

What we ask of all candidates:

- A passion for Raphael House of Portland's mission and values. You want to build a future free from violence and oppression!
- An understanding of – and/or desire to learn more about – the root causes of domestic and sexual violence, and how injustices intersect based on race, gender identity, sexual orientation, and ability.
- The desire and ability to promote an anti-racist, inclusive, and culturally diverse and responsive environment.
- The ability to relate respectfully with people of diverse backgrounds and ages, and to utilize equitable and trauma-informed practices.



- Ability to maintain the confidentiality of our location and survivors.
- Shared commitment to practicing [community-centric fundraising principles](#).
- Excellent interpersonal, verbal and written communication, and organizational skills.
- Ability to stay organized and to meet deadlines, overcome challenges, and improve overall processes.
- Ability to work independently and collaboratively with others, including with team members, staff, volunteers, board members, donors, and community partners.
- Ability to maintain a calm and positive demeanor under stress.
- Legal authorization to work in the United States.

Qualifications:

- At least 3 years of grant writing, grant management, and funder stewardship experience with proven track record of success.
- At least 5 years of overall development experience preferred.
- Lived experience as a survivor of interpersonal violence and/or trafficking highly valued.
- Bilingual/bicultural highly preferred. *Additional \$.50 per hour offered for bilingual English-Spanish speakers.*
- Exemplary writing, editing, analytical, and research skills.
- Outstanding organizational skills, with the ability to manage multiple projects and competing deadlines while maintaining excellent attention to detail.
- Ability to seek and synthesize information and communicate succinctly and in timely manner.
- Comfortable with a collaborative writing process.
- Experience working across a wide range of topics (social services a plus) and writing proposals that span multiple topics within a single agency.
- Solid understanding of budget management and creation. Familiarity with non-profit accounting practices strongly preferred.



- Preferred Portland-area fundraising knowledge, and experience with government and national proposals.
- Experience utilizing and updating a donor database (Raphael House uses DonorPerfect).
- Proficient with Microsoft Office Suite (specifically Word, Excel, and Outlook) and ability to learn new technology as needed.
- Completion of 40-hour domestic and sexual violence advocacy training, or equivalent to be approved by the Executive Director OR expectation that training will be completed within first six months of employment (provided internally).
- Ability to read, write, and understand English.
- Current valid ID (driver's license or state ID).
- Ability to commute throughout the Portland metro area and beyond to fulfill job responsibilities.
- Willingness to work a flexible schedule, including some evenings and weekends.

Work Environment:

This position will work in a traditional but fast-paced setting. Candidate must be able to sit for long periods of time, and work under deadlines and stress-inducing conditions. Must be able to move throughout our building, partner agency locations, and other sites. A domestic violence agency environment can potentially shift from stable to highly-charged and all employees must remain flexible, calm, and creative.

To apply:

Please submit a cover letter, resume, completed employment application form (found on our website at the link below), and at least two writing sample attachments OR page with links to your written work to Amanda Ives, Development Director, at aives@raphaelhouse.com or mail to 4110 SE Hawthorne Blvd. #503 Portland, OR 97214. **Open until filled; desired start by August 10.** *No phone calls please, except to request a reasonable accommodation for a disability at (503) 243-5128.*

Download our employment application form from our website at <https://raphaelhouse.com/employment-opportunities/>.



Cover letter, resume, writing sample(s), and completed Raphael House employment application form must all be received in order to be considered. If any of the application materials are missing or incomplete, your submission will not be considered.

Raphael House of Portland is an Equal Opportunity Employer

Did you notice our font is large? This is done for accessibility purposes; it is recommended to use at least 14pt font size.

