

## **Grants Manager & Office Coordinator**

### **The Roundhouse Foundation**

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**Title:** Grants Manager & Office Administrator; Roundhouse Foundation

**Status:** Full-time, exempt

**Hours:** 40 hrs/week; generally Monday-Friday 8:30am - 5:00pm; occasional nights and weekends may be required.

**Reports to:** Executive Director

### **About the Roundhouse Foundation & Pine Meadow Ranch**

The Roundhouse Foundation is a private family foundation based in Sisters, Oregon, with a mission to support creative projects and organizations through art, environmental conservation, social services, community leadership, and education. The Foundation's vision is to create a positive impact through collaboration in communities by encouraging creative problem solving, supporting innovative programming, and stimulating the economy. Roundhouse Foundation employees embrace and advance the common values of the organization: community enrichment, cross-generational support, arts and cultural awareness, and catalyzing change.

Pine Meadow Ranch Center for the Arts & Agriculture, a program of The Roundhouse Foundation, is a 260-acre working ranch serving as a learning lab for conservation, regenerative agricultural practices and creatively supporting economic development in a rural community. The Ranch also hosts a seasonal artist in residence program. The vision of the PMRCCA is to improve the well-being of people and place through the arts, stewardship, and sustainable agriculture, with the goal of preserving the land, views, and other assets of the historic ranch for years to come.

### **Position Overview**

The Roundhouse Foundation is currently seeking a Grants Manager and Office Administrator. This position provides programmatic and administrative support and maintains all information relating to the Foundation's grantmaking role. The Grants Manager will report to the Executive Director and will work cooperatively with the Pine Meadow Ranch Center for the Arts & Agriculture (PMRCAA) staff, as well as with all other Foundation staff.

This position will manage Roundhouse Foundation grants through their lifecycle in an online database and ensure proper due diligence, ascertain all appropriate paperwork, and follow-up as necessary. The successful candidate will have relevant software expertise, work effectively across multiple teams, and excellent organizational skills. The selected candidate will also have the ability to multi-task and a 'can-do' attitude to ensure all projects are complete and accurate records are kept.

This position also serves as an office administrator for the Roundhouse Foundation and its programs. They serve as an on-site contact person for visitors and guests to PMRCAA. They will answer the phone and general foundation email regularly in a respectful and clear manner.

This position will maintain the organizations' calendar. They will be responsible for coordinating regular onsite work including housekeeping and other activities. They will serve as a hospitality specialist for onsite meetings and events. In addition, this position will be responsible for maintaining the organization's website and electronic newsletter as directed by the Executive Director.

The position is based in Sisters, Oregon.

### **Essential Functions**

- Coordinate and maintain the grantmaking process, including the following:
  - Prepare and track correspondence, proposals, grant documents, contracts, and payments through RHF online software program.
  - Coordinate the monitoring process for active grants, including generating reminder letters, monitoring receipt of grant reports, and following up with late reports.
  - Provide detailed information to and consult with applicants, grantees, and other external audiences in order to maximize their understanding of the Foundation and the grantmaking process.
  - Respond to or direct phone, email and letter inquiries regarding grant making process to appropriate staff members.
  - Distribute guidelines and application procedures to grant seeking organizations; ensure the website is up to date with all needed information.
  - Support grantees regarding content and direction of grant applications.
  - Review proposal materials to ensure that all required attachments are in order and complete before marking applications complete and submitting for evaluation.
  - Produce relevant reports for the trustees to manage and assist in the grant making process.
  - Present pertinent grant requests to the evaluation committee and trustees as needed.
  - Prepare grant award letters and ensure payments are completed with appropriate staff members.
  - Evaluate grant program effectiveness.
  - Attend regular meetings and collaborate on special projects and other grants-related functions.
  - Help administer special purpose funds, which occasionally require working with advisory committees and managing special grant processes.
- Serve as the organization's office administrator by answering the Foundation phone with clear and direct communication; taking accurate messages for appropriate staff members.
- Checking the general mailbox for RHF and answering all inquiries in a timely manner.
- Update and monitor databases to meet current and changing needs of the Foundation.
- Partner with other staff members on tasks that concern the broad agenda of the Foundation's work in order to ensure that decisions are made with diverse input to benefit the common good.
- Take minutes at various Foundation meetings and post to appropriate location for approval.
- Assist with maintaining the records of Foundation.
- Coordinate property schedule with other staff members.
- Help support and provide a positive office environment for all staff and visitors.
- Maintain a clean and tidy office space; coordinate and schedule property cleaning crew.
- Assist in ensuring pantry is well-stocked and order meals for meetings as necessary.
- Occasional other duties on behalf of The Roundhouse Foundation as assigned.

### **Minimum qualifications**

*A successful candidate will demonstrate a minimum of 1-3 years experience in each of the functional areas listed above. Additionally, they will embody the following personality traits and personal profile:*

- Bachelor's Degree or equivalent experience in office and database management
- High-level proficiency in Microsoft Office programs; Google Suite and Database management (Foundant preferred).
- Exceptional organization skills and accurate attention to detail, including the ability to prioritize work effectively and manage multiple, time-sensitive demands.
- Exceptional interpersonal and relationship-building skills; with a cooperative attitude and ability to provide excellent customer service.
- Excellent communication skills; both verbal and written.
- Ability to interact respectfully with people of diverse backgrounds, perspectives, and cultures.
- Ability to work independently and be self-motivated as well as the ability to function as part of a team.
- A critical thinker, natural networker with problem solving skills and an inquisitive nature.
- Personal qualities of honesty, transparency, integrity, credibility, and a commitment to and passion for Roundhouse Foundation's mission and vision.
- Ability to reach out as a representative of Roundhouse Foundation within the Sisters and Central Oregon community.

#### **Desired qualifications**

- Relationships with nonprofits in rural Oregon.
- Multi-lingual; Spanish is preferred.

#### **Compensation**

This is an exempt employee position. Competitive pay \$40,000-\$55,000/annually commensurate with experience. While no benefits are associated with this position, in addition to salary, after a 90-day introductory period, this position includes a health insurance stipend.

#### **Background check**

Employment is contingent upon successful completion of a pre-employment drug screen, background and driving record check.

#### **Drug testing**

All employees may be subject to reasonable suspicion drug and alcohol testing.

#### **Nondiscrimination statement**

Our policies and practices provide equal opportunity to all qualified individuals in leadership, staffing and service, regardless of race, ethnicity, national origin, citizenship status, gender, gender identity, sexual orientation, disability, age, religion and any status protected by law.