Northeast Coalition of Neighborhoods (NECN)

<table>
<thead>
<tr>
<th>Job title</th>
<th>Grants and Fiscal Sponsorship Coordinator</th>
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<td>Reports to</td>
<td>Associate Director</td>
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<tr>
<td>Classification</td>
<td>Non-Exempt .5 FTE (with the potential to grow into FT)</td>
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<td>Pay</td>
<td>$21 per hourly plus benefits</td>
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**Job purpose**

The NECN Grants and Fiscal Sponsorship Coordinator supports the NECN’s community fiscally sponsored programs, small grant-funded projects, and supports the development of new initiatives, partnerships, and grants.

**Job Summary**

Reporting to the Associate Director (directly) and Executive Director (as needed), this position provides day-to-day support to grassroots community projects through NECN's fiscal sponsorship program, coordinates the NECN small grants program, and cultivates new organizational partnerships and other special projects.

The position requires the management (and update as needed) of systems to ensure fiscal sponsored projects are compliant with contract requirements and insurance. The position provides these projects with technical support and training to support the project’s success.

The Fiscal Sponsorship Coordinator works with the Associate Director, Office Manager and Executive Director in supporting and cultivating new / existing partnerships. A strong candidate may have a variety of experiences in understanding grant administration or management. Other skills such as community organizing, project management, trouble shooting, and overall administrative experience are also desired.

**Duties and responsibilities**
**Fiscal Sponsorship Program**

In conjunction with Associate Director/Office Manager create materials clearly outlining and marketing the fiscal sponsor program. Share materials with neighborhood associations, grassroot orgs and community partners.

- Provide financial oversight to projects, tracking their expenses as compared with budgets and clarifying any unexpected expenses.

- Serve as the primary contact to new and existing fiscal sponsor project teams; meet with potential sponsored projects to explain the details of the relationship, track ongoing projects and communicate regularly with project teams/lead, provide project development support and advice as needed and work to connect grassroots groups with appropriate resources.

**Development**

- In partnership with the Associate Director, research potential grant funding and assist in writing grant applications, assembling proposals, and coordinating timelines as needed.

**Community Partnerships and Engagement**

- Attend community events, support community outreach.
- Meet with potential community partners to discuss shared opportunities and potential for collaboration, online/ phone, or person (as best practice/ health protocol allows).
- Look for opportunities to expand outreach and programmatic efforts to under-engaged groups, helping to increase the number and diversity of people involved in civic activities.

**Neighborhoods, Organizational Support and Special Projects**

- Work with Associate Director and Office Manager to cultivate and develop new partnerships and initiatives.
- Attend staff meetings and collaborate on staff-wide projects.

**Qualifications**

The ideal candidate is a committed lifelong learner and facilitative leader who will work in partnership with others (including neighborhood volunteers, board, staff, and community partners) to achieve NECN’s organizational mission. This person has a passion for civic engagement and a track record of community-building experience.
Required:

- Ability to cultivate partnerships and work with a broad array of community groups.
- Experience working with diverse communities - ability to alleviate barriers to communication. Dedicated to interpersonal relationship building and trust.
- Experience with grant coordination/ grant management.
- Strong administrative and project coordination skills. Experience with G-Suite Microsoft Word and Excel.
- Experience with organizational development, starting and supporting new grassroots projects, researching, and connecting resources with volunteers in need
- Excellent verbal and written skills.
- Attention to detail and ability to multi-task and meet deadlines amidst many competing priorities.
- Ability to work both independently and as part of a collaborative team.

Preferred:

- Two to three years of non-profit experience preferred or educational equivalent.
- Trauma informed, culturally competent and willing to continue learning/ growing on topics related to diversity, equity and inclusion.
- Grant writing experience (not required but helpful to have experience with grants)
- Experience with the facets of placemaking, community building and social justice.
- Understanding of the Portland Neighborhood System and City Government a plus but not required.
- Lived experience or understanding of historic dynamics of change within N/NE Portland is highly desired.

Working conditions

Currently due to COVID work takes place at offsite (home or wherever internet and work is best accessible) and requires extensive computer and phone use. Hours can include occasional evening work and sporadic partial weekend day work. Requires local travel to meetings and events (mileage is paid by NECN) once health conditions allow. Access to a computer and phone with Zoom capabilities.

To apply:

Please send a resume, 3 references and cover letter by 5 pm, Monday Sept. 7, 2020 to employment@necoalition.org