

### **About MRG Foundation**

McKenzie River Gathering (MRG) Foundation's mission is to inspire people to work together for racial and social justice and mobilize resources for Oregon communities as they build collective power to change the world. We envision a just and joyful Oregon where people, cultures, and ecosystems thrive. As a 501c3 public charity, MRG Foundation fills a unique niche in the philanthropic landscape of Oregon. MRG is an activist-led fundraising foundation. Our grant making committees, Board, staff, and donors are, or have been, connected to community organizing and advancing social and racial justice on a wide range of issues that affect Oregonians. This model of partnership among activists and donors focused on grassroots organizing for social justice and racial equity has been the foundation of our approach and organizational culture over the last 42 years.

### **Overview of Position:**

The Grants Program Director (GPD) is responsible for the development, implementation, and evaluation of all MRG's activist-led grantmaking programs and serves as a bridge between the grassroots social and racial justice organizations and philanthropic communities. The GPD is the primary organizer for the grants committees of MRG. As MRG enters strategic planning there will be assessment, evaluation and opportunity to refine MRG's portfolio of programs.

Full-time, 40 hrs./week exempt, with some seasonal fluctuation of hours. Based in Portland, OR. Requires evening and weekend work and regular in-state travel. Reports to Executive Director. Interviews will begin in January, 2019 and the position is open until filled.

### **Responsibilities**

#### **Strategic Grantmaking (50%)**

- \* Lead MRG's overall grant making strategies, goals, activities, and budgets in partnership with executive director, MRG grant making committees, and staff.
- \* Recruit, develop, and support volunteer leaders to maintain strong grant making committees and vibrant grantee outreach.
- \* Review grant requests and support grant decision-making processes with Grants committees and Board. Assure grant contracts, reports and legal obligations are fulfilled in a timely manner.
- \* Work with Executive Director and development staff to create strategy and cultivate and manage donor-advised fund grant making.
- \* Integrate grant making activities across MRG work, including fundraising, communications and finance.
- \* Participate in Board meetings and planning sessions as needed in order to assist the Board in making policy decisions related to MRG's grant programs.

- \* Oversee the ongoing development, maintenance, and evaluation of MRG's grants database. Ensure data integration and coordination across MRG data systems.

### **Capacity Building and Training (30%)**

- \* Work with prospective and current grantees, while being sensitive to power dynamics, to understand MRG's grant making process and rationale; support applicants in understanding how MRG's criteria was designed to support their own organizational development, and how it relates to criteria of other foundations.
- \* Outreach, development and maintenance of strong relationships with prospective, current and former grantees and other social change organizations, particularly groups based in communities historically excluded from power and resources.
- \* Help design and support activist/grantee convenings using both ongoing opportunities such as Presentation Day and special events.
- \* As needed, develop, refine, and deliver workshops, trainings, written resources, and other TA opportunities which increase the power and effectiveness of Oregon's social justice movement.

### **Mobilizing Resources / Funder Advocacy (10%)**

- \* Develop relationships with other funders and cultivate opportunities to increase their support of social justice work and communities of color in Oregon.
- \* Engage in funder networks to advocate for and strengthen social change philanthropy.
- \* Help to identify, prioritize, and engage in MRG development opportunities.

### **Communications and other duties (10%)**

- \* Develop effective and timely communications about MRG's grantees and grant making programs.
- \* Create materials, tools, and events to demystify MRG's grant making process for potential applicants.
- \* Support MRG's major events, such as Justice Within Reach, and other programs that advance the profile of the organization.
- \* Track and review legal issues relevant to MRG's grant making. Stay current on advancements in the fields of philanthropy and social justice organizing.
- \* Other duties as assigned.

### **Required Qualifications**

- At least five years' experience working in social change organizing, including experience working at a community organizing group.
- Demonstrated ability to create effective structures for committees and volunteer leadership.
- A passion for and demonstrated track record in championing social and racial justice.
- Ability to work collaboratively with leadership and co-workers to facilitate a healthy organization and achieve mission impact.

- Comfort in addressing challenging issues and creating opportunities for individuals to learn and grow, while also holding bottom lines that adhere to MRG's values.
- Excellent oral and written communications and presentation skills.
- Familiarity with social media platforms.
- Proficiency in basic office computer systems and comfort in performing administrative tasks.
- Ability and interest in travelling statewide to connect with potential and current grantees and cultivate grassroots support for MRG's mission and vision.

**Position salary and benefits:**

- Full time, exempt salary \$60,000 - \$68000, depending on experience.
- Benefits: Good vacation, sick leave, health insurance, and retirement benefits.

**To apply for this position:** submit your resume, a cover letter that addresses key qualifications for the position, and three references that can speak to these qualifications by email to Lindy Walsh, Finance and Operations Director at [Lindy@mrgf.org](mailto:Lindy@mrgf.org) A complete application also includes responses to the following three questions. Please answer in 400 words or less to help give the committee a better understanding of your approach to the position. **Interviews will begin in January, 2019.**

**Equal Opportunity Employer**

At MRG, we believe we can meet the organization's mission only with a diverse board and staff who actively cultivate a culture of equity and inclusion. We encourage people from under-represented communities to apply.

Narrative questions:

1. MRG Foundation is an activist-led foundation, bringing together people who work in different geographies, issues, and communities. What is your experience in designing programs and processes that resulted in shared goals and outcomes, and how does that apply to this position?
2. MRG Foundation grants resources to a wide range of organizing strategies but at the root of all the strategies is the basis of being community led and building power for that community. Describe for the hiring committee the social change strategies you have worked the most with and how those strategies relate to other strategies for change. Please include your perspective as to whether it is important for MRG to fund a range of social change strategies.
3. What do you see as the biggest challenges for grassroots organizing groups in Oregon at this time? How could MRG Foundation be of the most help in addressing these challenges?