

About the Position

MRG Foundation is looking for an enthusiastic and highly skilled trainer, facilitator, and project manager to join our grants team! Our ideal candidate is excited about working closely with grassroots social justice groups and leaders, foundations, and consultants to build the capacity and power of Oregon's social justice movement.

The Capacity Building Director (CBD) will launch, direct, and evaluate MRG's new Capacity Building Initiative. This four-year program will focus on building the organizational, financial, and fundraising capacity of 10 grassroots, social change groups through a combination of multi-year grants, peer learning opportunities, trainings, and technical assistance. The majority of these groups will be based in communities of color, low-income, and rural communities.

This is a four year position based in Portland, OR. Full-time (average of 35 hours per week), exempt/salaried. Requires some evening and weekend work and travel in Oregon. Reports to the Deputy Director.

About MRG Foundation

MRG Foundation is Oregon's leading funder of social, racial, economic, and environmental justice groups. With the launch of this new initiative, we will be awarding more than \$750,000 every year in grants to grassroots groups that are using community-based organizing strategies to achieve long-term social change. We prioritize funding to organizations led by those who are most impacted by injustice, including people of color, people living with disabilities, women, LGBTQ individuals, and low-income people.

MRG itself is led by people of color and we make grant decisions through a unique, activist-led process. This means that our grantmaking decisions are made by a volunteer committee of community-based organizers who are directly involved in developing long-term solutions to complex social justice issues.

Summary of Responsibilities

The CBD will have overarching responsibility for all phases of the initiative.

Participant selection: Develop the request for proposals; support potential applicants through the application process; recruit and train volunteer grantmakers; coordinate grantee selection process; help grantees strategize use of their capacity building grants.

Training and technical assistance: Customize trainings and support based on each grantee's organizational assessment and goals; create written resources and templates; organize convenings and peer learning cohorts; provide one-on-one technical assistance; connect grantees to consultants and MRG staff for additional assistance when needed.

Evaluation: Coordinate annual reporting by grantees and develop holistic, yearly evaluations; manage selection process for an evaluation consultant; develop plans for securing additional support to expand the initiative beyond the pilot project.

Qualifications

- Commitment to and knowledge of social, economic, and environmental justice issues with a strong racial justice analysis and a passion for social justice philanthropy.
- Experience working in communities of color. Ability to work closely and effectively with people from a variety of cultural and class backgrounds.
- Experience developing, implementing, and evaluating effective training curricula.
- Experience consulting, providing technical assistance, or coaching non-profit organizations.
- Deep expertise in at least two of the following areas: non-profit operations, financial management, strategic planning, leadership development, fundraising, or communications.
- Exceptional project management skills with experience developing and executing complex project time lines, coordinating multiple projects, and prioritizing tasks.
- Strong verbal, written, and interpersonal communications skills.
- Grantmaking, community based organizing, and consultant contract management experience preferred, but not required.

Salary and Benefits

\$45,000 - \$55,000 per year, depending on experience. Average 35 hour work week. Excellent medical and dental coverage. Generous vacation, holidays, and sick leave.

How to Apply

Submit a resume and a cover letter explaining your qualifications and interest in this position to katherine@mrgfoundation.org. Include in your cover letter your responses to these questions:

- What primary barriers do you think small groups experience when they are trying to grow? People of color led groups? Rural groups?
- What elements do you consider and prioritize when designing culturally appropriate trainings and technical assistance plans?

Position will remain open until filled. For best consideration, submit your materials by 9:00 a.m. on March 23rd, 2015. Questions about the position or application process? Contact Anita Rodgers at 503-289-1517 or anita@mrgfoundation.org.

Interviewees will be asked for three professional references and a work sample.

MRG is an equal opportunity employer committed to affirmative action and accessibility. We are a racially, ethnically, and culturally diverse and inclusive organization. People of color, women, people with disabilities, and LGBTQ candidates are encouraged to apply. If you need any accommodations to participate in the application process please let us know.