

About the Position

MRG Foundation is looking for an experienced, organized, detail-oriented Program Associate to join our team! Our ideal candidate is excited about the power of social justice philanthropy, inspired by MRG's vision for a just and joyful world, and eager to support the implementation of MRG programs. The Program Associate works extensively with MRG Staff to provide administrative and project support for operations and programs.

This is a full-time (35 hours a week) position with some seasonal fluctuation of hours. Non-Exempt. Requires occasional weekends, evenings, and some in-state travel. Reports to the Finance and Operations Director.

About MRG Foundation

MRG Foundation is Oregon's leading funder of social, racial, economic, and environmental justice groups. In the coming year, we'll award \$825,000 in grants, host nearly a dozen thought provoking and inspiring events, and provide more than 1,000 hours in technical assistance to grassroots social change groups.

MRG is led by people of color and we make grant decisions through a unique, activist-led process that prioritizes 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. 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

Overall Organizational Support (~ 25%)

- Primary phone coverage; welcoming of guests; fielding of general inquiries
- Process mail and recycling; maintain & purchase office supplies; Maintain office environment
- coordinate conference room schedule and maintain conference room tidiness
- Filing & copying
- Errands including bank deposits, post office, and supply runs as able
- Board support including scheduling, meeting logistics, and note taking
- CRM database maintenance and support
- Technology trouble shooting as needed
- Other administrative tasks as needed and available

Grantmaking Support (~ 30%)

- Coordinate and oversee the Critical Response and Travel grant programs
- Process Donor Advised Fund (DAF) grants, maintain DAF records, and coordinate DAF mailings with the Major Giving Director.
- Review of incoming general fund grant applications for completeness and accuracy, data entry, preparation of materials for grantmaking committee members
- Provide grantmaking program logistical and meeting support, i.e. notetaking
- Other grantmaking program support as needed and available

Development and Communications Support (~45%)

- Provide support for events, including outreach, logistics, materials, registration, photography, data entry, & follow-up
- Process donations and acknowledgement letters
- Assist with outreach activities and materials including electronic and physical mailings, tabling, phone banks, content creation, and public presentations
- Proofreading and editing communications materials

Qualifications

- A passion for social, economic, and environmental justice with a strong racial justice analysis; and a commitment to progressive philanthropy and activist led grantmaking.
- Strong organizational skills including ability to work independently and as part of a team, manage multiple assignments, and meet project deadlines.
- Very detail-oriented and accurate.
- Strong computer skills: high degree of comfort and confidence with databases, spreadsheets, MS Word, and hardware and software troubleshooting. Familiarity with donor management software, WordPress websites, and InDesign publishing software, or similar systems a plus.
- Able to work closely and effectively with people from different cultural and class backgrounds. Experience working with communities of color or social change organizing experience a plus.
- Experience or strong interest in fundraising and community outreach.
- Excellent interpersonal, written, and verbal communications skills.

Salary and Benefits

\$16 - \$18 per hour, depending on experience. 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. Your cover letter should be no more than two pages and should include your response to the question below:

1. How do you envision support roles contributing to larger social justice movements?

Position will remain open until filled. Deadline for consideration in the first review of applications is 9:00 a.m. on Monday, June 27. Email your application to info@mrgfoundation.org. Interviewees will be asked for three references.

To learn more about MRG visit www.mrgfoundation.org. Questions about the application process? Call Katherine at 503-289-1517.

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.