



## **DORCAS INTERNATIONAL**

**INSTITUTE OF RHODE ISLAND**

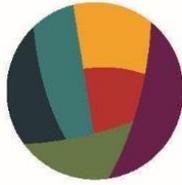
**Corporate, Foundation and Grant Relations Manager** – would you like to be part of a growing organization and have skills in grant writing, research, development, and management of foundation, corporate, and government grant proposals? If so, then perhaps Dorcas International is the place for you.

For 100 years, Dorcas International Institute of Rhode Island has both welcomed and strived to empower all newcomers and those working to overcome cultural, educational, economic, and language barriers to achieve self-sufficiency through its programs and services for education, employment, refugee resettlement, family literacy, interpreting, translating, citizenship and immigration, and more.

**The Corporate, Foundation and Grant Relations Manager** is responsible for the research, development, and management of foundation, corporate, and government grant proposals and reports. The primary responsibilities of this position include prospect research and identification; grant development, writing and production; grants management, tracking and reporting; supporting funder relationships; and coordination with Dorcas International staff working to accomplish grant related goals. This position interacts with diverse internal and external stakeholders, and often operates under tight deadline pressure. In addition to their primary responsibilities, this position supports Dorcas International's development initiatives and other fundraising responsibilities as needed.

### **The candidate should have the following:**

- ✓ Bachelor's degree in related field, Master's degree in social service or related field desired, not mandatory.
- ✓ At least three years of experience in non-profit fundraising and grant management and related government contracts management.
- ✓ Advanced grant writing and editing skills with exceptional attention to detail, and an ability to synthesize complex outcomes and outputs related to large systemic issues.
- ✓ Strong project management skills, attention to detail, ability to manage and prioritize multiple complex tasks and maintain composure under demanding deadlines in a constantly changing environment.
- ✓ Commitment to collaboration, customer service and works effectively as part of a team and with individuals from a broad range of backgrounds and cultures.
- ✓ Strong research skills, especially in identifying funds for nonprofits, developing proposals and tracking required statistics and analytics for reporting purposes.
- ✓ Knowledge of statistical relationships, and ability to articulate metrics.



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- ✓ Knowledge of systemic, societal issues relating to refugees, asylum seekers, immigrants and other newcomers, and the ability to articulate these issues and the agency's programming.

### **Why should you apply?**

- ✓ Range of professional opportunities in a growing organization
- ✓ Generous employer-paid health & dental benefits
- ✓ Generous paid vacation, sick days, and personal leave in addition to 12 paid holidays
- ✓ Employer Paid 403b Retirement and Life Insurance
- ✓ Full Time 37.5 hrs a week
- ✓ Annual Salary \$55,000

**Interested applicants should send resumes and cover letters by  
08/6/2021 to**

**Human Resources at: [HR@diiri.org](mailto:HR@diiri.org)**

**Equal Opportunity Employer/Veterans/Disabled**