



Job Announcement

Position Title: Grants and Contracts Associate

Location: Hybrid

Reports to: Director of Programs

Classification: Full time, non-exempt

Supervises others: No

Salary: \$20.22 to \$27.43 per hour

About us: Opening Doors, Inc., envisions a world in which migrants and refugees lead lives of joy and belonging, embraced by welcoming communities. Our mission is to enrich communities by supporting immigrants, refugees, and survivors of trafficking on their path towards stability, self-sufficiency and belonging.

Opening Doors is guided by our organizational values:

- Rising Together: We are in this together and depend on each other.
- Honoring Dignity: We recognize and honor everyone's strength and inherent dignity.
- Embracing Courage: We do the right thing, even when the path is uncertain.
- Seeking Joy: We take time to be together, celebrating our diverse cultures and recognizing our victories.

Opening Doors, Inc., supports immigrants, refugees, survivors of trafficking, and others on their path towards stability, self-sufficiency and belonging. Opening Doors began in 1993 as a small refugee resettlement agency, and today serves 2,000 clients per year across our 5 program areas: Refugee Programs, Human Trafficking Programs, Immigration Legal Services, Health Programs and Economic Prosperity Programs.

Ideal candidate: The ideal candidate will have the ability to work independently and will have excellent attention to detail. They will have the ability to work effectively in multi-cultural work environments, showing respect and sensitivity for cultural differences, and will be passionate about Opening Doors' mission.

Responsibilities: The essential duties and responsibilities of this position include the following:

- Conduct prospect research to identify and solicit new grants from a range of public and private sector funders.
- Prioritize projects by managing multiple tasks promptly and meeting deadlines through Opening Doors' Salesforce platform.
- Lead Grant Proposal meetings with key management staff.
- Responsible for researching, collecting data, and writing for each grant.
- Write high-quality grant proposal narratives, applications, and supplemental materials.
- Work with the CFO and key management staff to construct proposal budgets.
- Maintain and cultivate our grant-writing collateral library.
- Develop an annual grant strategy with the Director of Programs, CEO, and CFO.

Other duties may be assigned at the sole discretion of the Organization. The Organization may assign or shift duties and responsibilities to this position at any time for reasonable accommodations or other reasons.

Required Qualifications: The requirements below represent the required knowledge, skills, and/or abilities.

- Ability to effectively present information, clearly and succinctly make a case for support, and write in style appropriate to the context.
- Follow internal policies and procedures and complete administrative tasks correctly and on time.
- Ability to communicate effectively and diplomatically with partner agencies, multicultural clients, and colleagues on all levels.
- Strong organizational skills in a complex, multi-tasking environment and the ability to manage multiple projects and deadlines.

Preferred Qualifications: The requirements listed below are not required but are desired.

- Exceptional computer skills, including Microsoft Office programs, and a willingness to learn grant management software or other programs maintained by the organization.
- Experience developing, monitoring, and reporting on project budgets.
- Experience in grant writing, project management, or program coordinating.
- Experience using a data management platform or programs such as Salesforce and the ability to extract and analyze data.

Physical requirements and work environment: The following demands are representative of the physical conditions necessary for an employee to successfully perform the essential functions of the **Grants and Contracts Associate** position. Reasonable accommodation can enable people to perform the described essential functions.

While performing this job, the employee is required to sit often and use their hands and fingers to handle or feel and manipulate keys on a keyboard; the employee is occasionally required to stand, walk, reach with arms and hands, lift approximately 25 pounds on occasion, and to stoop, kneel, or squat, and drive on occasion. The noise level in the work environment is usually quiet to moderate.

How to apply: Candidates should email a **resume and cover letter** to humanresources@openingdoorsinc.org Include “Grants and Contracts Associate” – [Your name]” in the subject line.

Opening Doors provides equal employment opportunities (EEO) to all employees, applicants, and any third parties, for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. In addition to federal law requirements, Opening Doors complies with applicable state and local laws governing nondiscrimination laws.

Opening Doors participates in E-Verify.