Manager of Grants & Foundation Relations  
May 30, 2023

FULL TIME – EXEMPT: 40 Hours per week

SUMMARY
Rian’s Manager of Grants & Foundation Relations will be responsible for overseeing institutional fundraising from foundation and government sources and securing grants for the organization, including but not limited to general operating, program, and capital grants. Manager of Grants & Foundation Relations will maintain and build relationships with our current portfolio of foundation and government grant applications and reporting, and will conduct prospect research, and apply to potential new partners.

RESPONSIBILITIES
- Direct the organization’s fundraising activities related to Foundations and Government partners, including coordinating the grant application process, and writing the applications and reports.
- Manage the relationship with our Foundation partners with appropriate stewardship. This might include sending bi-monthly emails with program updates, participating in site visits, and writing thank you letters.
- Work with Rian’s finance and program teams to coordinate and write applications and reports and to ensure the collection of accurate, meaningful program data.
- Stay up-to-date with philanthropy trends and fundraising strategies.
- Maintain the master calendar of grant applications, reports and grant commitments.
- Continually improve our Standard Operating Procedures for development operations.
- Perform prospect research and decide to apply in conjunction with the Executive Director and Program Directors.
- Support our external communications (newsletters, social media, annual report etc.) as time permits.
- Attend leadership meetings
- Represent the Development team at Board and Advisory Board meetings when needed
- Meet with individual donors when needed
- Support the mission and values of Rian by demonstrating a commitment to social justice and equity; actively participating in Rain efforts toward being an anti-racist organization; and value, promote, and integrate anti-racist ideas and policies into our work.
- Assist with other fundraising projects as requested.

**Qualifications**

- A commitment to the overall vision, mission and values of the Rian Immigrant Center.
- Strong written communication skills; ability to write well structured, articulate, and persuasive proposals and reports.
- Good time management, organizational skills, and ability to handle multiple assignments and meet deadlines.
- Strong interpersonal communication skills.
- Good attention to detail.
- Knowledge and familiarity with research techniques for fundraising prospect research.
- Able to work well independently and in a team environment.
- Ability to handle sensitive and confidential matters with the highest level of discretion.
- Proficient in Google Workplace Suite, and fundraising database management.

**Status:** Exempt

**Reports to:** Executive Director, Jacob Bombard

**Salary Range:** $70,000 - $75,000

**How to Apply:** Please send a cover letter and resume as a PDF to career@riancenter.org with Manager of Grants & Foundation Relations as the subject line.

Rian Immigrant Center is committed to a policy of providing equal employment opportunities for all and does not discriminate on the basis of race, color, ethnic or national origin, creed or religion, gender identity, sexual orientation, marital status, age, veteran status, or physical or mental disability. We encourage applications from all those interested and qualified.

**ABOUT RIAN IMMIGRANT CENTER**

Rian Immigrant Center offers a comprehensive, multi-service approach to supporting families from more than 126 countries. Rian provides the immigration legal, resource and support services, and educational support immigrants need to gain stability, security, and build pathways to success. Rian was founded in 1989 by a group of immigrants, and we have assisted over 40,000 immigrants make successful transitions to new beginnings in New England.

In addition to our services, rooted in the tradition of welcoming others and social justice, we help newcomers find community, and stand up for immigration policies that are humane.
and just. We are proud to continue the tradition of welcoming immigrants to this country and working together to create a better future for all. Rian strives to intentionally create an environment for staff, individuals we serve and others, that fosters intercultural belonging, and is anti-racist and equitable. We are committed to valuing and promoting anti-racist ideas and policies.

**Working at Rian:** Our staff of thirty-plus; immigration attorneys, social workers, educators, youth workers and others, bring enthusiasm and a commitment to our mission and the work at the Center. We work as one team. Our generous benefits package includes a hybrid work environment with flexible worktime, health benefits, 20 vacation days, 15 holidays, 5 sick days, a 403(b) plan, and occasional off-site community building time together.