

NOW HIRING

At the Portage Health Foundation you can enjoy what you do and be proud of your work because you will be making a difference in our community. It is our mission to improve the health of our community through enhanced philanthropy and community collaboration. As part of its growing presence, the Portage Health Foundation is seeking two (2) detail-oriented, community-minded, skilled professionals to join its expanding team.

First, the **GRANTS MANAGEMENT COORDINATOR** will work in partnership with the foundation staff and the Fund Development/Granting Committee to assist in further developing and implementing a grants management system and processes. Primary responsibilities will include managing and directing all components of the grant processes including solicitation, communication, monitoring and compliance.

This is a full-time position that will enjoy a competitive compensation and benefits package.

Minimum Qualifications:

- Bachelor's degree in Accounting, Management, Administration, Public Administration, Marketing or related field of study (or) a combination of education, training and related work experience that demonstrates the capacity to perform the essential duties as defined
- Demonstrated clerical and organizational skills with the ability to use various computer software applications including MS Word, Excel, Outlook, Access, and various social media applications
- Must be able to work independently with little supervision and be able to efficiently handle multiple assignments/tasks while meeting deadlines
- Experience with Raiser's Edge grant management software is desired

Second, the **FUND DEVELOPMENT ASSISTANT** will work to assist the Executive Director in the further implementation and development of the foundation's fund and donor development strategies. Primary responsibilities will include the provision of support and research assistance, executing targeted communication strategies, and managing the foundation's donor database.

This is a Regular-Part Time position that will be an essential part of the organization's long term strategies.

Minimum qualifications:

- High school diploma required; Associates degree in related field desired (or) a combination of education, training, and relative work experience that demonstrates the capacity to perform the essential duties as described including at least 2 years relative work experience in customer service, sourcing, coding/tracking, database management, event coordination/planning and/or communications
- Demonstrated clerical and organizational skills with the ability to use various computer software applications including MS Word, Excel, Outlook, Access, and various social media applications
- Demonstrated experience working with general office equipment including but not limited to facsimile machines, copiers, switchboard phone systems, and filing systems
- Experience with Raiser's Edge donor database platform is desired
- Must be able to work independently with little supervision and be able to efficiently handle multiple assignments/tasks while meeting deadlines

To apply, please send a cover letter and résumé to no later than Friday January 30, 2015.

PHFoundation

Attn: Kevin Store, Executive Director
400 Quincy Street – PO Box 299
Hancock, Michigan 49930