

Manager of Foundation Relations

March 11, 2020

Summary

Rian's Manager of Foundation Relations will be responsible for securing foundation and government grants for our immigration legal, wellness and education services. The Manager of 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.

Primary Responsibilities Include

- Manage 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.
- 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.
- Maintain the master calendar of grant applications, reports and grant commitments.
- Continually improve our Standard Operating Procedures for development operations.
- In conjunction with the Director of Development, Executive Director and Program Directors, perform prospect research on foundations and apply as appropriate.
- Support our external communications (newsletters, social media, annual report etc.) as time permits.
- 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.
- 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 Microsoft Office, and fundraising database management.



Creating pathways to new beginnings.

Status: Exempt employee position. Full time. Reports to: Executive Director

How to Apply: Please send a cover letter and resume to career@riancenter.org

The 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 The Rian Immigrant Center:

The Rian Immigrant Center provides a comprehensive, multi-service approach to supporting families from more than 126 countries. Rian provides the immigration legal, wellness and educational support immigrants need to gain stability, security, and build pathways to success. In addition to our services, rooted in the Irish 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. The Rian Immigrant Center 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.

Working at Rian

Our staff of thirty, 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 health benefits, 20 vacation days, 14 holidays, 5 sick days, a 403(b) plan, and occasional off-site community building time together.