

Grant Program Director The Roundhouse Foundation

Title: Grant Program Director, content expert in one of 6 strategic initiatives: Child Care/Early Childhood Education; Youth Development & Cultural Connections; Community Disaster Resiliency; Community Food Systems; Career & Technical Education/Workforce Development; Rural Healthcare.

Status: Full-Time; Exempt

Hours: 40 hrs/week; generally Monday-Friday 8:30am - 5:00pm; some nights and weekends may be required. Travel required.

Location: Remote, must be based in Oregon. Travel to Roundhouse Foundation offices required 6x per year.

Reports to: Executive Director

About the Roundhouse Foundation & Pine Meadow Ranch

The Roundhouse Foundation is a private family foundation based in Sisters, Oregon, with a mission to support creative projects and organizations through art, environmental conservation, social services, community leadership, and education across rural and Tribal communities in Oregon. The Foundation's vision is to create a positive impact through collaboration by encouraging creative problem solving, supporting innovative programming, and stimulating the economy. Roundhouse Foundation employees embrace and advance the common values of the organization: community enrichment, cross-generational support, arts and cultural awareness, and catalyzing change.

Pine Meadow Ranch Center for the Arts & Agriculture, a program of The Roundhouse Foundation, is a 260-acre working ranch serving as a learning lab for conservation, regenerative agricultural practices and creatively supporting economic development in a rural community. The Ranch also hosts a seasonal residency program. The vision of the PMRCAA is to improve the well-being of people and place through the arts, stewardship, and sustainable agriculture, with the goal of preserving the land, views, and other assets of the historic ranch for years to come.

2022 Hiring Process

Roundhouse Foundation is expanding its support of rural and Indigenous communities throughout Oregon by hiring staff to direct 2 of their 6 new strategic initiatives that sit at the intersections of the Foundation's four focus areas. As such the Foundation will hire a 'Content Expert' for each initiative, each titled: Grant Program Director. The Foundation plans to hire 2 new staff during the 2022 summer season.

Interested candidates should send a resume, cover letter and 3 professional references to jobs@roundhousefoundation.org. Roundhouse Foundation leadership will host two drop-in Q & A sessions about the positions on July 14, 2022 4pm – 5:30pm PST and July 27, 2022 4pm – 6pm PST ([Access Zoom links here](#)). Initial review of applications will begin Monday, **August 1, 2022**; however, the positions will remain open until filled. All complete applications submitted will be considered.

Position Overview

Grant Program Directors will be the 'Content Experts' within one of the Foundation's strategic initiatives. With the new team members, the Foundation will deepen its investment in fields fundamental to thriving rural and Tribal communities. They will work collectively and collaboratively – both internally and externally – to cultivate interconnections and diffuse silos around their area of expertise.

Roundhouse Foundation believes in meeting grant partners where they are based is key to understanding the organizations. These positions are remote and based in Oregon but will require travel to grant partner locations and the Roundhouse Foundation office in Sisters, Oregon.

Roundhouse Grant Program Directors will have annual deliverables for their focus area and serve as general grant program support; answering questions and encouraging community organizations to apply to the Foundation's regular grant cycles. They will actively pursue change in and across fields and the Foundation will strive to engage deeply as a partner not just a funder. This strategic work will parallel the Roundhouse open call for proposals and small grants opportunities. Initiatives will be dynamic and evolve over time. Successful Program Directors will be flexible and responsive to changing fields.

Successful candidates will have an authentic communication style, centering the work of Oregon's rural and Indigenous communities. In addition, they will be content experts in their strategy and build relationships to work effectively with internal and external team members. They will have excellent organizational skills, the ability to multi-task and a 'can-do' attitude which will ensure all projects are thoroughly complete and timely.

Specific strategies for each initiative are available for download by clicking on the initiative below.

- [Child Care/Early Childhood Education](#)
- [Youth Development & Cultural Connections](#)
- [Community Disaster Resiliency](#)
- [Community Food Systems](#)
- [Career & Technical Education/Workforce Development](#)
- [Rural Access to Healthcare](#)

Essential Duties and Responsibilities:

Annually, each Grant Program Director will do the following to advance their respective field:

- Manage a specific initiative budget of at least \$500,000 by providing the following:
 - Source 8-10 compelling projects that are aligned with the Initiative's areas of interest, have potential to meaningfully contribute to change, and are well positioned for grant funding; this may involve a combination of cultivating new projects and shepherding current high-potential/high-impact projects
 - Stay abreast of community assets, opportunities, challenges, innovations, effective practices, emerging trends and resources relevant to the Initiative, including anticipated federal and state funds
 - Commission and disseminate research on at least one Initiative-related topic of significance that can inform policy, strategy, practice and/or collaboration
 - Convene community, organizations, funders and/or policy makers to foster relationships, build capacity, and identify and advance opportunities for positive change in the Initiative field
 - Engage at, and when appropriate lead, collaborative community and philanthropic tables that are of high strategic value to the Initiative
- Develop and enhance positive working relationships with a diverse array of community leaders and partners, aligned funders and Roundhouse colleagues.
- Engage in consistent, open communication with Roundhouse trustees and staff, skillfully balancing autonomy, collaboration and coordination; actively exchanging knowledge and information; and maintaining internal checks-and-balances protocols and turnkey project records.
- Have a clear understanding of the intersectionality of the four core focus areas and strategic initiatives.

- Understand the challenges and benefits associated with rural living and be able to authentically communicate and build trust with diverse populations.
- Assume other duties on behalf of The Roundhouse Foundation as assigned or initiated.

Minimum qualifications

- A strong desire to support the mission of Roundhouse Foundation, and a commitment to rural and Indigenous communities throughout Oregon
- 5-7 years of relevant experience working in one of the following fields: Child Care/Early Childhood Education; Youth Development & Cultural Connections; Community Disaster Resiliency; Community Food Systems; Career & Technical Education/Workforce Development; or Rural Healthcare, either through community-based organizations, government agencies, the philanthropic sector, or advocacy organizations (experience working with a private or community foundation desirable but not required).
- Ability to write well, and translate complex information into concise, descriptive and comprehensible documents.
- Is a self-starter who is proactive and able to manage and balance their time between multiple projects and deadlines.
- Exceptional interpersonal and relationship-building skills; with a cooperative attitude and ability to provide excellent customer service.
- Understanding of philanthropy and strong communications capabilities.
- High-level proficiency in Microsoft Office programs and Google Suite.
- Exceptional organization skills and accurate attention to detail, including the ability to prioritize work effectively and manage multiple, time-sensitive demands.
- Ability to interact respectfully with people of diverse backgrounds, perspectives, and cultures.
- A personal style characterized by humility, flexibility, self-awareness, accessibility, curiosity, humor, a sense of urgency, and the ability to work with grace under pressure. Personal qualities of honesty, transparency, integrity, and credibility.

Desired qualifications

- Lived rural experience.
- Understanding of Indigenous cultures and Inter-Tribal relationships across the Pacific Northwest.
- Multi-lingual; Spanish is preferred.

Physical Demands/Work Environment/Travel

Roundhouse Foundation is based in Sisters, Oregon but will use a hybrid/remote work model for these positions. The successful candidates will be located within the state of Oregon. Employees based in central Oregon may work in the Foundation's office as often as they wish, but all staff are required to be in the office six times per year for groups of consecutive grant review days, including staff and Trustee meetings. Employees based outside of central Oregon will be required to travel for these sessions. Additional travel for grant partner meetings, conferences, and site visits may be required, as necessary to carry out the responsibilities and duties of the position. Anticipated travel requirements are 20-35%. While performing the duties of this position, the employee is required to spend extended periods of time at a computer and to communicate via phone, video conference, and email.

Compensation

The Grants Program Director positions are exempt employee positions. Position compensation is \$85,000-\$110,000 annually commensurate with experience. Roundhouse Foundation provides group health insurance coverage (medical, dental, vision) and a 401K for eligible employees working an average of at least 30 hours per week, subject to the terms of the health insurance plan.

Background check & Drug Testing

We are a community-centered organization, and all of our staff conduct significant outreach to schools, social service centers, and other partner organizations. In addition, our facility (which houses both Roundhouse Foundation main offices and Pine Meadow Ranch Center for Arts & Agriculture) is a drug-free workplace. PMRCAA is a working ranch with safety-sensitive positions that would be dangerous if performed under the influence of drugs or alcohol. Roundhouse Foundation requires all new staff members to satisfactorily pass a background check, driving record check and pre-employment drug screen for the safety of employees, community partners and visitors. Therefore, employment is contingent upon successful completion of a pre-employment drug screen, background and driving record check. All employees may be subject to reasonable suspicion drug and alcohol testing.

Mandatory COVID Vaccine Policy

In an effort to provide and maintain a safe workplace, effective October 2021 Roundhouse Foundation will require all new hires to provide proof of vaccination to the RHF HR Office. This policy is to safeguard the health of our employees and their families, our clients and visitors, and the community at large from COVID-19. Except as provided by state law, all employees are required to receive COVID-19 vaccinations as a condition of employment unless a reasonable accommodation is approved. A full copy of the policy can be provided upon request.

Nondiscrimination statement

Our policies and practices provide equal opportunity to all qualified individuals in leadership, staffing and service, regardless of race, ethnicity, national origin, citizenship status, gender, gender identity, sexual orientation, disability, age, religion and any status protected by law.