

Job Title: Grant Manager
Department: Development
Reports To: Executive Director of Development
Job Status: Regular/Full-time (40 hours/week)
FLSA Status: Exempt
Physical Strength: Moderate

SUMMARY

Reporting to the Executive Director of Development the Grant Manager works closely with Hilltop leaders, fellow gift officers, and the Development team to identify, cultivate, invite and steward the development and preparation of proposals for grant funding.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Note: While this listing is a comprehensive representation of essential duties of the position, it is not necessarily all-encompassing and additional duties may be assigned as needed to meet Department and/or Abbey needs.

Grant Writing

- Research and identify grant opportunities from foundations, corporations, government agencies, and private organizations aligned with the mission and strategic priorities of Mount Angel Abbey and Seminary.
- Develop and maintain a comprehensive grants calendar including submission deadlines, reporting requirements, stewardship activities, and renewal opportunities.
- Write compelling grant proposals, letters of inquiry, applications, reports, and supporting narratives in collaboration with Hilltop departments.
- Coordinate the collection of program information, budgets, outcomes data, and supporting documentation necessary for grant submissions and reporting.
- Track grant applications, awards, denials, reporting requirements, and funding outcomes to ensure proper stewardship and compliance.
- Assist in identifying strategic funding opportunities for scholarships, academic initiatives, operations, ministry support, hospitality, safety initiatives, capital improvements, and other Mount Angel Abbey priorities.
- Maintain professional relationships with foundations, grant-making organizations, and funding partners as appropriate.
- Interview Abbey personnel, as needed, to develop content for grant proposals.
- Working with Director of Development, draft grant reports as required by grant opportunities.
- Help define Mount Angel Abbey's funding priorities and campaigns, offering an ongoing menu of specific giving opportunities (\$10,000 or more) that support Mount Angel Abbey's operating budget, capital budget, and special projects.
- Create and annually update a strategic plan for managing a portfolio of assigned donors, foundations, Legacy Society members and prospects with major and planned gift potential. Design and implement personalized strategies for the top prospects.

- Conduct one-on-one sessions with Hilltop leaders, high-level donors, board members, staff, and others to work effectively with major gift donors and prospects.
- Oversee stewardship of current major gift donors through a program of personal contact, recognition and communication, with the goal to increase donor retention.
- Assist colleagues to staff key fundraising and stewardship events for donors.
- Work closely with fundraising colleagues in analyzing periodic performance reports, in a culture of mutual support and learning.
- Analyze data from the Raiser's Edge NXT database and wealth screening analytics to help identify and qualify major gift prospects.

General Development Department Activities:

- Develop working knowledge about the history, spirituality, culture, programs, and services of Mount Angel Abbey. Articulate this information with enthusiasm and professionalism to donors and prospects, while exploring their philanthropic interests and goals.
- Understand and comply with all Mount Angel Abbey gift-related policies and procedures, and ensure full ethical compliance as defined by the Association of Fundraising Professionals (AFP).
- Actively participate in community outreach efforts as needed
- Participate as a member of the Development team.
- Perform other duties as assigned in the best interest of maintaining and preserving the mission, vision and culture of Mount Angel Abbey.

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

Ability to perform essential duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- A minimum of two years of grant writing experience is preferred, with experience in inviting and securing major gifts of \$10,000 or more. Prefer experience, coursework, or other training in areas of campaigns and planned giving.
- Ability to contribute quickly and effectively to an ambitious major and planned gift program.
- Demonstrated success in working both independently and as a team member to create and implement fundraising strategies at the major gifts level.
- Strong interpersonal skills and the proven ability to work effectively with a diverse population of donors and prospects, board members/other volunteers, staff and community leaders
- Ability to manage and track multiple prospects and donors simultaneously, with a strong sense of organization and planning, and excellent time management skills.
- Working knowledge of the Catholic Church and an understanding of a Catholic Abbey and Seminary.
- Ability to effectively communicate a compelling and inspiring vision of Mount Angel Abbey's mission and programs, while interacting with high-net-worth individuals.

- Excellent written, verbal, and listening skills, including the ability to make effective presentations to individuals as well as groups of people.
- Discretion in handling confidential information relating to the giving history and backgrounds of donors/prospects.
- Ability to maintain a positive work atmosphere by demonstrating a pleasant and hospitable demeanor and acting/communicating in a manner which facilitates positive working relationships with customers, volunteers, monks, co-workers and organizational leadership.
- In order to provide our guests and employees with a pleasant and friendly experience, while at work the employee is expected to be free of any discernable smells or scents, including but not limited to tobacco, body odor, or personal care products/fragrances.
- Ability to work occasional evenings and weekends as needed.

EDUCATION and/or EXPERIENCE

- Bachelor's degree (master's degree preferred).

LANGUAGE SKILLS

Strong verbal and written skills.

COMPUTER SKILLS

- Excellent computer skills, including advanced knowledge of Microsoft Office (Excel, Word and PowerPoint), database expertise and use of the Internet.
- Proficiency in using donor software programs, preferably Raisers Edge NXT, as well as Microsoft Office products is required.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a current, valid Oregon driver's license with a clean driving record in order to be covered on Abbey auto insurance.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to regularly sit, stand, bend, stoop, and occasionally reach overhead.
- Will frequently (several times per week) lift small boxes weighing up to 15 pounds.
- Will occasionally enlist assistance in lifting larger objects (i.e. boxes of paper, envelopes, etc.) weighing up to 50 pounds.

WORK ENVIRONMENT

Office environment.

Recruiting Process

Resumes will be reviewed weekly – Position is posted until filled

Required Materials: Submit to hr@mtangel.edu

Current resume highlighting relevant experience

Final candidates – onsite interviews

Reference and background verification for final candidate

Salary:

\$70,000 - \$80,000 Depending on Experience

Contact Information:

Human Resources Department

Mount Angel Abbey

1 Abbey Drive

Saint Benedict, OR 97373

Email: hr@mtangel.edu | Phone: 503-845-3909

Learn more: [Home - Mount Angel Abbey](#)

Mount Angel Abbey is an equal opportunity employer committed to creating an inclusive environment where qualified candidates contribute to our welcoming, mission-focused community.