POSITION DESCRIPTION

JOB TITLE: Director of Grants and Proposal Development
Division: Executive / Foundation
Reports to: President and CEO
FLSA Status: Exempt
Created Date: July 1, 2019

JOB SUMMARY
This position will be responsible for the full range of resource development activities to support the mission. These activities include grant and proposal writing and reporting with public agencies, private foundations and corporations. Specifically, this staff is responsible for writing proposals for both unrestricted operating revenue and restricted projects and for submitting timely and accurate reports for all existing grant funded projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
• Perform prospect research on corporate, individual, foundation, government, and other funding sources to evaluate prospects for grants and other proposal opportunities.
• Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals and funding requests to corporate, individual, foundation, government, and other sources.
• Work with Finance staff to gather information necessary to report to funding sources on current programs.
• Comply with all reporting as required by donors and funders.
• Provide stewardship to current funders to include providing regular written updates.
• Maintain firm understanding of institutional history and programs.
• Make appointments for HRWC Leadership with foundation officers and other prospects and arrange for onsite tours for supporters (foundation officers, foundation trustees).
• Maintain current records in database and in paper files, including grant tracking and reporting.
• Track statistics relevant to development and provide the department with written materials necessary for donor stewardship (visitor number and diversity, educational program attendance, etc.).
• Assist with other projects as requested.

SUPERVISORY RESPONSIBILITIES
• None

QUALIFICATIONS
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. Occasional travel may be required for business related activities.
• Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals.
• Strong editing skills.
• Attention to detail.
• Ability to meet deadlines.
• Knowledge of fundraising information sources.
• Experience with proposal writing and institutional donors.
• Knowledge of basic fundraising techniques and strategies.
• Knowledge and familiarity with research techniques for fundraising prospect research.
• Strong contributor in team environments.

CERTIFICATES, LICENSES, REGISTRATION
• Must maintain the ability to pass a criminal background check, if required.
• Must maintain a valid driver’s license, access to reliable transportation, and automobile insurance in accordance with applicable laws.

EDUCATION and/or EXPERIENCE
• Minimum of two years’ experience with proposal and grant writing.
• Previous experience with non-profit fundraising.
• Experience working in deadline-driven environments.
• Able to work well in a team environment, handle multiple assignments and meet deadlines.
• Able to monitor and meet income goals.

SKILLS AND ABILITIES
LANGUAGE SKILLS
• Excellent communications, written and oral, skills.

MATHEMATICAL SKILLS
• Ability to develop budgets, read and interpret financials, graphs, etc.

REASONING ABILITY
• Ability to define problems, collect data, establish facts, and draw valid conclusions.
• Ability to deal with a few abstract and concrete variables, exercising judgment, resourcefulness, ingenuity, and initiative.
• Ability to exercise discretion while managing confidential information.

OTHER SKILLS AND ABILITIES
• Computer Knowledge to include Microsoft Office programs and social media platforms.
• Strong organizational skills and attention to detail.

WORK ENVIRONMENT
Work will normally be performed in an office environment.

SIGNED AND DATED
I have read a copy of this job description and agree that I am able to perform the essential functions of the job with/without a reasonable accommodation.

Employee Signature: ___________________________ Dated: ____________

Management Signature: ___________________________ Dated: ____________