



Grants & Development Director

JOB DESCRIPTION

The Grants & Development Director reports to the Executive Director. This is a 40 hour/week salaried exempt FT position.

Purpose of Position: Work independently in soliciting, writing, attaining and overseeing appropriate grants as well as developing sources of donors, donations and gifts including fund raisers. Oversee community events. Develop connections with the community with the goal of enhancing Successful Living's ability to attain agency goals and enhance its standing with the community. Responsible for maintaining agency social media and support website updates. Communicate progress with projects and schedule via reports, Outlook calendar, in-person meetings, etc.

CORE DUTIES

- Write grant requests and seek donors towards infrastructure, capital expenses, programming, housing and other areas which support the SL Mission with its operations, goals and otherwise as directed.
- Record, track, communicate and oversee all grants and loans to successful conclusion attained via funding sources. Schedule and prepare for annual or other regular grant deadlines and reports. Attend funder-related meetings and trainings.
- Maintain positive, strong relations with collaborators, community members, supporters and potential affiliates to SL. Seek development of institutional, legacy, corporate, foundation, religious, individual and other types of donors which serve the mission.
- Develop a single large annual fundraising activity readily known to be unique to Successful Living. Make cold calls to market fundraising events and to solicit donations. Utilize *Sign Up Genius*, *Mail Chimp*, *Crowdfunding*, *Kickstarter*, and others.
- Develop donor list by seeking and soliciting companies and potential donors. Develop written scripts for specific purposes and other approaches of solicitation. Work towards long-term projects such as development of a SL foundation, large donors, etc. Compile and maintain a list of all contacts and their contact information.
- Maintain a record of grant applications, phone calls, etc. monthly in order to measure corresponding success.
- Solicit staff regularly for suggestions of needs and new grants to seek which align with agency goals. Seek monetary funds, goods and services in support of Successful Living's goals.

- Establish Successful Living as a positively known and sought human service agency via marketing and development approaches.
- Enhance Successful Living's profile and reputation in the community by developing rapport with key community members, and with the Executive Director, support and create inter-agency collaborations.
- Maintain agency website, Facebook and other social media by reviewing and managing daily. Enhance SL's social media presence by regularly updating at least 2-3x/weekly. Pursue creation of Twitter, Instagram and other social media platforms.
- Develop fundraisers which create positive revenue and which promote Successful Living and its goals while soliciting community volunteers and, minimally internal staff, to support these endeavors.
- Contribute to team effort by communicating with and supporting other agency members and departments.
- Participate regularly with internal meetings such as Leadership Team and maintain good and clear communication with staff and supervisor.
- Complete other duties as assigned.

QUALIFICATIONS:

The Grants & Development Director is a salaried, full-time exempt position (40 hours per week). The individual should have a Bachelor's Degree (BA, BS or BBA or higher). Other degrees and/or experience might be substituted for a bachelor's degree. A strong communication background and experience in grant writing is required.

EDUCATION, TRAINING AND EXPERIENCE:

1. Four year degree preferred.
2. Two year's experience working in communication, development and/or grant writing.
3. Proficient MS Office.
4. Pass dependent adult/child abuse, criminal background check and other background checks.
5. Valid Driver's License and insurable with Successful Living's insurance.

Key Skills:

- Previous grant writing experience
- Excellent writing and communication skills
- Attention to detail, confidentiality, thoroughness, trustworthiness
- Excellent listening and communication skills
- Interpersonal skills
- Organizational skills
- Ability to work independently and collaboratively
- Adaptability
- Ability to meet deadlines

- Computer skills: writing emails, faxing, copying, printing and creating spreadsheets, use multiple databases.

WAGE/SALARY: Salaried/Exempt

\$35,000/year. This is a 40 hour/week salaried exempt FT position with full time benefits.

- \$100.00 sign-on bonus after successful completion of probationary period.
- Competitive Benefits Package including, but not limited to:
 - ✓ *Health Insurance (employer-employee funded)
 - ✓ *IRA (optional)
 - ✓ *Paid vacation, sick, personal day and holiday time
 - ✓ *Mileage Reimbursement
 - ✓ *Employee Assistance Program (EAP)
 - ✓ *Staff Development & Training