



## Job Details

**POSITION:** Community Outreach Advocate

**DEPARTMENT:** Mission Advancement

**REPORTS TO:** Mission Advancement Manager

**CLASSIFICATION:** Non-Exempt

Providence Place is seeking a qualified Community Outreach Advocate. Providence Place is a non-profit organization which provides adoption services and a program for young adults with disabilities in residential and community-based programs.

***Our Mission:*** Providence Place is a non-profit and for purpose organization fostering opportunities. We empower adults with disabilities and people on the adoption journey by supporting independence and building bright futures with endless possibilities.

**SUMMARY:** Works in close harmony with Mission Advancement Manager, team and consultants to successfully manage and expand current donor base, to meet the agency's overall fundraising goal. The individual will oversee all aspects of the grant writing process including researching, identifying, composing, editing, tracking, applying, reporting and stewarding of grants. The Grant Writer will manage grantor/funder relationships with foundation, corporate and individuals. Maintain donor files in Raiser's Edge with updated progress reports. The individual will also provide marketing and outreach activities both with funders and with current and/or potential clientele and supporters. Submits timely and detailed action and progress reports to the Mission Advancement Manager.

### **ESSENTIAL DUTIES:**

1. Responsible for all duties related to grant writing including: researching, writing, editing, submitting and managing grant proposals to foundation, corporate and individual donors with the ultimate objective of meeting fundraising goals.
2. Perform prospect research and evaluate and identify prospects for grants.
3. Establish and create a grant process that provides framework for applying for and managing foundation, corporate and individual grants.
4. Create, manage and analyze grants calendar including: monitoring progress of all proposals and providing status updates for grants under consideration

5. Comply with all grant reporting as required by donors.
6. Acquires and maintains sound knowledge of the organization, and uses that knowledge and understanding to better comprehend all projects and programs for which grants will be sought and to make appropriate recommendations for amount to request.
7. Develops and implements marketing/recruitment plans; communicates information on programs and their value to diverse groups.
8. Serves as a Brand Ambassador for Providence Place to promote and gain the respect of diverse individual groups and institutions by demonstrating the ability of the programs to respond to the concerns and interests of those who are served by Providence Place.
9. Maintains professional networks and professional industry knowledge by participating in educational opportunities; reading professional publications; and participating in professional organizations.
10. Works with Development staff to identify key foundation officers, trustees and other contacts and facilitate meetings and conduct presentations as needed.
11. Works closely with Chief Development Officer and team on expanding current fundraising activities and developing new ones within department budget.
12. Assists in the fulfillment of Providence Place development activity to include: Direct Mail Giving Campaigns, Church Relations, Donor Database Management and Public Relations.
13. Participates in special projects.
14. Performs other duties as required.

**EDUCATION:** Bachelor's degree from four-year College or University required.

**EXPERIENCE:** Two (2) years of grant writing experience preferred experience.

**BENEFITS:** (If Applicable) employer-paid health insurance up to \$600 per month; health savings account, if applicable; 100% paid life insurance for employee; 401K; Paid Time Off 16 days/year (0 to 5 years tenure); and 12½ paid holidays per year.

To apply, email your resume to: Veronica Elizalde at [veronica@provplace.org](mailto:veronica@provplace.org) or fax to (210) 888-9550. **No phone calls please.**

**APPLICATION DEADLINE:** Open until filled.

Location: 6487 Whitby Road  
San Antonio, TX 78240