



Development & Grant Manager

Grant a Gift Autism Foundation (GGAF) is a rapidly growing nonprofit organization whose mission is “To help children, young adults and their families master autism by providing assessment and treatment funding; combined with support services, vocational training and transition planning”. GGAF acts as a Community Safety Net by filling in treatment and funding gaps not covered by state and federal resources or insurance.

Job title	<i>Development & Grant Manager</i>
Reports to	<i>Events & Marketing Director</i>

Job Purpose

The Development & Grant Manager plays an important role by providing support to the Development Office participating in all fundraising activities including, but not limited to, donor relations, record keeping, events, donor and prospect research, grant research, and marketing and communications. Responsible for the enhancement of current fundraising methods as well as the implementation of new strategies for Grant A Gift Autism Foundation. Will build relationships and accountability systems to ensure supporters are engaged and our mission is clearly articulated. The Development & Grants Manager will also be expected to execute on comprehensive giving programs to meet specified targets. Will strategically monitor all gifts going into donor management software systems and implement systems for donor retention.

Grant a Gift Foundation’s Core Competencies

Innovation-Integrity-Collaboration-Efficiency & Effectiveness-Compassion

Duties and Responsibilities

Fundraising Duties

- Works as the lead in securing grants for GGAF
- Engage donors and continually provide gratitude and follow-up to donors
- Works with the Development team in securing sponsorships and ads for events
- Works with Development team on solicitations to support fundraising events
- Works with Development team in establishing one to one solicitations as needed
- Creates and implements a Monthly Giving Campaign
- Leads and manages community fundraising

Special Event Support

- Support the planning, execution and follow-up activities of fundraising events
- Track sponsorships, prepare registration materials and work with vendors
- Support Development team by setting appointments with potential major donors for development team to present sponsorship proposals
- Engage donors on calls and meetings to secure small to medium sized gifts (\$1,000-\$100,000)

Record Keeping

- Prepare acknowledgement letters and other correspondence
- Develop, maintain and update the appropriate record keeping and filing systems to ensure all donors are recorded and acknowledged in a timely fashion
- Generate various database reports
- Transcribe online donation information into fundraising database
- Continually update and correct database records
- Perform database maintenance and clean-up projects to improve data integrity and database performance
- Maintain major donor's databases to engage in events and fundraising opportunities

Other

- Duties as assigned by the Development team
- Assist with volunteer efforts as needed

Qualifications

These are the primary qualifications necessary for someone to be successful in the position.

- A minimum of three years of experience in an administrative and support position
- Associate's or bachelor's degree
- Working knowledge of Microsoft Office suite of program
- Previous office experience and/or experience with data entry
- Professional, personable, and efficient approach to all aspects of position; must be a team player with excellent interpersonal skills
- Excellent written and verbal communication skills, as well as a strong ability to edit and proofread documents
- Ability to communicate effectively and appropriately with staff colleagues, donors, and volunteers
- Proficiency in Microsoft Word, Excel, and PowerPoint, database management experience, and social media savvy
- Ability to present information concisely and effectively verbally, in writing, and digitally
- Work well independently
- Strong organizational skills, ability to prioritize and to effectively multitask

Preferred Qualifications

- Experience with Blackbaud Non-Profit Management Software or other non-profit CRM systems
- Experience with Adobe Suite, constituent databases, and project management tools
- Experience with basic website content management, Constant Contact, and social media savvy
- Experience with nonprofit event planning
- Experience with Microsoft Publisher

Approved by:	
Date approved:	
Reviewed:	