

An Achievable Dream Job Description

JOB TITLE: DEVELOPMENT MANAGER, GRANTS

REPORTS TO: VICE PRESIDENT OF DEVELOPMENT AND COMMUNICATIONS

DATE: MARCH 2019

JOB DESCRIPTION SUMMARY: (PURPOSE AND SCOPE)

An Achievable Dream seeks a talented writer and team player who has development experience, strong attention to detail and accuracy, and a passion for our mission to join our team as the Development Manager, Grants. Reporting to the Vice President of Development and Communications, the Development Manager, Grants facilitates research, development, writing, review, and editing of grant proposals; conducts basic research for potential government, foundation, corporate, and individuals donors; maintains various databases; prepares progress and closeout reports; serves as the line of communication between AAD and the foundations, government agencies and corporations that offer funding; assist in drafting letters of support for grant proposals, and reaching out to appropriate parties to obtain said letters; maintain calendar of due dates of grant progress and final reports.

The Development Manager, Grants supports the Development team including the President / CEO, Vice President of Development and Communications, and Director of Development and Special Events. The Development Manager, Grants main areas of responsibility are writing grant proposals and reports; managing the grant process and maintaining the database related to grants; researching and providing donor relations support; and, supporting the overall development efforts including content development, outreach, and events.

EXPECTATION FOR ALL EMPLOYEES:

Staff supports the organization's mission, vision, and values by exhibiting the following behaviors: excellence and competence, collaboration, innovation, commitment to our community, and accountability and ownership.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

GRANT AND REPORT WRITING

- Manages the development of the grant writing; gathers information from development relationship managers and program staff; writes, reviews and edits; prepares budget narratives and other technical reports as required by the grants.
- Prepare financial or budget plans and reports in coordination with the finance department, program team, and development team in accordance with grant requirements.
- Responsible for assembling data and writing all grant related reports.
- Responsible for timely submission of all grant related reports.

MANAGE GRANTS PROCESS AND DATABASE

- Manage and administer entire grant process from prospect lists, to tracking grant proposal deadlines, grant report deadlines, proposal and report writing and approval process, and grant success evaluation periodically throughout the year.
- Keep the relevant staff informed about upcoming deadlines and deliverables, thereby ensuring smooth completion of work responsibilities.
- Monitor paperwork and other related documents connected with grants.
- Identify and develop strategies to optimize the grants administration process.

RESEARCH AND DONOR RELATIONS SUPPORT

- Serve as liaison with grant partners.
- Conduct research on potential funding sources; collects and disseminates information relative to available grants, including eligibility requirements, restrictions, priorities, and deadlines.
- Research: Identify, evaluate, and recommend current and potential government, foundation, corporate, individual donor prospects and assess their ability to financially support An Achievable Dream. Provide research and analysis of biographical, philanthropic, professional, and financial information about donors and prospects.
- Work with Development team to organize, coordinate, and prepare for donor meetings. Collaborate with senior leadership, faculty, and other staff to develop cultivation and solicitation strategies. Support management of tracking and executing next steps.

SUPPORT OVERALL DEVELOPMENT / EVENT EFFORTS

- Support development efforts such as annual fund campaigns for collecting data, drafting content, editing content, providing database support for list management.
- Craft AAD progress reports twice a year for use with donors other than foundations such as individuals and corporations.

- Support donor communication efforts such as writing and editing stories for online and print publications and outreach efforts.
- Play a role in supporting AAD development and PR events as needed.

Qualifications:

- Minimum of 3-5 years experience with development, grant writing and management.
- Excellent project management and organizational skills with experience in managing and supervising projects.
- Excellent writing and communication skills both written and oral with the ability to transform ideas into compelling content.
- Knowledge and familiarity with research techniques and fundraising information sources for fundraising prospect research.
- Strong attention to accuracy and detail in the management of processes, writing, and use of data.
- Possesses strategic and practical ability to plan and present financial and budgeting requirements for grants and reports.
- Ability to prioritize work, meet deadlines and produce quality results on time with attention to detail.
- Ability to work collaboratively with staff and faculty.
- Ability to manage multiple projects independently and under pressure.
- Self-starter, proactive, flexible, independent but also a team player.

Education:

Position requires a bachelor's degree supplemented with 3-5 years of related experience.

GENERAL INFORMATION:

- The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

LICENSES/CERTIFICATIONS:

- None required.

TECHNICAL SKILLS:

- Required computer skills a must in the following programs: Microsoft Word, Excel, Power Point, Adobe, Outlook, social networking websites and the ability to navigate the Internet. Proficiency with fundraising databases, ideally Raisers Edge.

WORKING CONDITIONS:

- Work is normally performed in a typical interior/office work environment.

PHYSICAL EFFORT:

- Limited physical effort required. Occasionally event set up results in lifting 5 to 10 pounds.

ENVIRONMENTAL CONDITIONS:

- Very limited exposure to physical risk.

HOW TO APPLY:

Please visit www.achievabledream.org to apply. There you will find the application to submit to employment@achievabledream.org along with your resume, cover letter, and salary requirements. No phone calls, please.