



Job Description

Job Title	Grants and Stewardship Coordinator	Department	Development
FLSA Status	Non-exempt	Reports to	Director of Strategic Partnerships
Classification	Regular Part-Time/Full-time	Revision Date	5/31/17

Job Summary: The Grants & Stewardship Coordinator is responsible for researching and identifying grant and funding opportunities, writing for and submitting grant applications, and building and sustaining support from foundations, corporations and government sources to further the organization's mission and fundraising goals.

Supervises: N/A

Qualifications:

- High school diploma or equivalent required. Bachelor's degree preferred
- A minimum of two years of funding administration and successful grant writing experience required, Federal grant experience preferred
- A minimum of one year of development experience in a nonprofit setting required
- Experience with foundation research and profile writing required
- Demonstrated excellence in verbal and written communications, including proficiency in grammar, editing and proofreading required
- Knowledge of database management (e-tapestry or Raiser's Edge is a plus) preferred
- Working knowledge of and experience with Microsoft Office software, including Word, Excel, PowerPoint and Outlook preferred
- Bilingual abilities are a plus

Competencies:

- **Respectfulness & Relationship Building:** Builds constructive working relationships characterized by a high level of acceptance, cooperation, and mutual respect
- **Team Focused and Collaborative:** Promotes cooperation and commitment within a team to achieve goals and objectives.
- **Self-Accountability & Work Standards:** Sets high standards of performance for self and assumes responsibility and accountability for successfully completing assignments or tasks.
- **Collaboration:** Develops, maintains, and strengthens partnerships with others inside and outside the organization who may be able to provide information, assistance and support.
- **Fiscal Accountability:** Follows fiscal guidelines, regulations, principles, and standards when committing fiscal resources or processing financial transactions.
- **Adaptability & Flexibility:** Adapts to changing business needs, conditions and work responsibilities
- **Confidentiality, Integrity, Ethics & Trust:** Maintains confidentiality and earns others' trust and respect through consistent honesty and professionalism in all interactions.
- **Time Management:** Organizes work, sets priorities, and determines resource requirements to effectively manage time and achieve goals.
- **Attention to Detail:** Diligently attends to details and pursues quality in accomplishing tasks.

Duties and Responsibilities:

Manages government, corporate foundation, and foundation funding opportunities (75%)

- With support from the development and program teams, drives the process and puts together funding requests, reports, and informational materials for government, corporate foundation, and family foundation donors.
- Compiles, edits, proofs, and submits funding requests and reports in a timely and accurate fashion.
- Manages existing grants portfolio, tracking submission and reporting deadlines.
- Writes compelling grant and funding proposals that reflect organizational priorities and excellence.
- Ensures recognition for donors as appropriate.
- Tracks completion of grant-funded projects in agreement with contracts and obligations.
- Maintains a library of supplemental informational materials.

Researches funding sources for foundations and government (15%)

- Researches potential new grant and funding sources for both restricted and operating support.
- Determines strategies for approaching funders, maintaining findings in donor database.
- Attends meetings as required to assist in overall fundraising strategies of the organization.
- Attends events and programs for first person observation as needed.

Helps maintain department systems that support timely project completion (10%).

- Maintains well organized and up to date computer-based and hard-file filing systems.
- Works with Director of Finance in grant and funding reconciliation, reporting, and the annual audit.
- Assists Development Team with preparation of development proposals and presentations as needed.

- Assists Development Coordinator with data entry and donor database work.

General Responsibilities

- Maintains agency forms as required.
- Adheres to agency policies and work rules, including strict adherence to DAIS confidentiality policies and code of ethics.
- Meets regularly with the Director of Strategic Partnerships for supervision and consultation.
- Participates in agency staff meetings and other team meetings as required by supervisor.
- Attends trainings and continuing education activities as assigned.
- Provides cross-departmental and/or cross-functional support and services as needed or requested to ensure organizational needs are met; participates in related cross-training to ensure consistency and continuity of services and tasks.
- Promotes an atmosphere of extraordinary customer service.
- Performs other duties as assigned.

Work Environment and Physical Demands:

- Work is primarily performed in an office setting and routinely uses standard office equipment such as computers, phones, photocopiers, fax machines and filing cabinets.
- Occasionally requires the ability to sit or stand for extended periods of time, and to move about and position self efficiently to perform work responsibilities.
- Requires the ability to adjust vision and focus to review documents and spreadsheets.
- Work requires the ability to concentrate and remain focused in a vibrant and collaborative shared work environment.
- Occasionally requires the ability to move or transport donations, supplies or equipment weighing up to 20 pounds unassisted.

Other Requirements:

- Completion of DAIS New Advocate Core training program.
- Satisfactory Criminal Background Check.
- Must obtain or maintain account with a financial institution for direct deposit of paychecks.

Acknowledgement:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

The employee's signature below constitutes the employee's understandings of the requirements, functions, and duties of the position.

Employee Name (please print): _____

Employee Signature: _____ Date: _____