JOB DESCRIPTION

JOB TITLE: Grant Development Director
STATUS: Exempt
REPORTS TO: Vice President of Mission Advancement
DATE: 4/2005

PHILOSOPHY OF SERVICES ACKNOWLEDGMENT
This job carries with it the obligation to respect the dignity and recognize the potential for growth of every individual who receives or provides services and supports, to advocate for the rights of people we support to pursue their own vision, and to be responsible stewards of our human and financial resources in order to create an environment committed to quality. A commitment to this philosophy of services should be demonstrated as job duties are performed.

JOB SUMMARY
Collaborates with agencies and departments to identify fundable projects fitting organizational strategies, conducts research, and writes proposals to secure privately and publicly funded grants for agencies, general operations and capital projects.

ESSENTIAL JOB FUNCTIONS:
1. Collaborate with agencies and departments to identify fundable projects fitting organizational strategies.
2. Consult with agencies on grant research, determination of asset needs, proposal development and project management.
3. Cultivate relationships with foundations.
4. Create and maintain required reporting to funding sources on the status of projects and the appropriation and use of funds.
5. Recommend policies and procedures to support the grant development program.
6. Supervise and support the grant development coordinator through training and evaluating performance.
7. Create grant development resources for the organization and educate staff members about grants.
8. Advise supervisor of opportunities for developing new grant development initiatives and innovations.

KNOWLEDGE, SKILLS & ABILITIES
1. Knowledge of Company policies and procedures.
2. Knowledge of non-profit resource development techniques.
3. Knowledge of funding sources.
4. Skill in writing grant proposals.
5. Organizational and planning skills.
6. Skill in written and oral communications.
7. Skill in research and analysis.
8. Skill in using standard office equipment, including telephones, copiers and FAX machines.
9. Skill in using a personal computer and various software applications.
10. Ability to manage multiple projects and meet deadlines.
11. Ability to communicate effectively in a courteous and professional manner.
12. Ability to adapt to changing demands.
13. Ability to maintain confidentiality.
14. Ability to travel as needed.
15. Ability to work independently and in a team environment.

EDUCATION & EXPERIENCE
Bachelor’s Degree in communications, marketing or a related field. Minimum of three years of experience in writing successful grant proposals. Previous supervisory experience helpful.

*NOTE: The statements herein are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required. From time to time other duties may be assigned.

Employee Review: _____________________________ Date

Administrative Review: _________________________ Date