

POSITION DESCRIPTION

Position: Development Associate, Grant Writer
Program: Fund Development
Reports to: Director of Development

Status: Non-exempt
Date Revised: 09/2019

POSITION SUMMARY:

The Development Associate, Grant Writer, is responsible for developing and executing a well-coordinated strategy to identify, cultivate, solicit, and steward corporate foundations, and private foundations across the three regions served by Volunteers of America Northern California and Northern Nevada. The Development Associate, Grant Writer develops and strengthens relationships with foundations to generate contributions and grants that further the mission of Volunteers of America, Northern California and Northern Nevada. The position reports to the Director of Development and works closely with the Leadership Collaborative in identifying funding needs. Work is performed in a cost effective and service oriented manner as it relates to established organizational standards.

OBJECTIVES/ACTIVITIES:

1. Identify private and corporate foundation prospects and conduct research to determine alignment of values and priorities with Volunteers of America in the Sacramento, Reno, and Bay Area.
2. Develop, manage and implement cultivation strategies to foster foundation giving.
3. Identify private foundation (including family foundation) prospects and conduct research to determine foundation interests and giving potential for foundations that make grants in the Sacramento, Reno, and Bay Area. This includes national foundations that have the potential to make grants in the areas served by Volunteers of America, Northern California and Northern Nevada.
4. Work closely with Division Directors/Program Managers to understand program funding needs, in addition to the impact and outcomes of services.
5. Collaborate with the Marketing Department to adhere to grant guidelines for foundation recognition.
6. Develop, manage, and submit grant proposals to private foundations (including family foundations) seeking prior approval from the Director of Development and Chief Operating Officer before seeking grants for specific programs.
7. Conduct follow up reporting on the impact of grants received and/or comply with the grant requirements for reporting.
8. Maintain the accuracy of corporate and foundation constituent profiles.
9. Work with the Director of Development, create an annual fundraising goal for corporations and foundations and develop and execute a well-coordinated strategy to achieve that goal.
10. Meet or exceed agreed upon departmental metrics and provide timely measurement reports.
11. Other responsibilities as assigned.

EQUIVALENT EDUCATION AND EXPERIENCE:

Experience with human services nonprofits is required. Bachelor's Degree preferred. Fundraising certification a plus. Must have experience making face to face calls on prospective and existing foundation representatives. Three to five years' experience in fundraising with at least two years of that experience in corporate and/or foundation grant writing preferred. The candidate must have a strong desire to work for an organization dealing with issues unique to homelessness, substance abuse, and mental health. Valid California driver license and ability to meet organizations insurance carriers' guidelines required.

SPECIFIC SKILLS REQUIRED:

Excellent oral and written communications
Strong organizational skills
Strong interpersonal skills

Ability to multi-task
Ability to meet goals and deadlines
Experience with Microsoft suite of products
Analytical and decision making ability

PHYSICAL REQUIREMENTS:

Lift and move up to 30 pounds
Physically able to safely maneuver weight distribution for event set ups
Stand, walk, bend, stoop, and sit frequently
Kneel occasionally

NATURE OF SUPERVISION RECEIVED:

Daily activities are many times performed independently with accessible guidance and direction from the main office in Sacramento. This person must be able to function both independently and in a team (volunteers) environment working towards attainment of operational goals.

SUPERVISION EXERCISED:

This position does not supervise, however, may be delegated training and lead responsibilities to assigned support as needs may require, or may be assigned interns or volunteers for supervision.

RESPONSIBILITIES FOR BUSINESS CONTACTS:

This position requires contact with other members of the Development Team, and foundation donors who have questions or need additional information about their grants. This position is responsible for maintaining good working relationships with all foundations with whom he/she interacts. Tact, discretion, and resourcefulness are required at all times.

FINANCIAL RESPONSIBILITY:

This individual is responsible for raising a targeted goal for foundation support that is part of the organization's operating budget.

NUMBER OF EMPLOYEES:

No employees report to this position.

This Development Associate, Grant Writer job description does not constitute a written or implied contract and may be changed as business needs arise.

Indicate anything that would keep you from meeting the job duties as outlined above.

Employee Signature _____ Date Signed _____