



POSITION TITLE: Grant Writer/Fundraiser
DEPARTMENT: Fund Development & Communications
PROFESSIONAL DEVELOPMENT TIER: 1 & 2
% TIME IN COMMUNITY: 5%

CLASSIFICATION: Salary, Exempt
 Salary minimum starts at \$58,000
REPORTS TO: Sr. Director Fund Development
WORK SCHEDULE: 9 a.m. – 5:30 p.m. (Core hours, with flexibility)

POSITION SUMMARY:

The Grant Writer/Fundraiser is a valued member of the Development Team. The successful candidate is an experienced and competent grant writer, fundraiser, storyteller, and manager, plus has the skills necessary—computer acumen, experience with metrics, deadline-driven, intellectual flexibility, research capabilities—to manage the grant revenue pipeline including research, identification, application and reporting. This position works as part of a team and with a broad spectrum of programs and staff. Grant Writer/Fundraiser also participates in a variety of fund development activities. **For consideration, please apply online at: <https://avenuecdc.isolvedhire.com/jobs/484286-90432.html> or at www.avenuecdc.org in the Careers section.**

ESSENTIAL FUNCTIONS/ BIG ROCKS:

The section below summarizes the Essential Functions of the job:

% of Time	Essential Function:	Measured By:
60%	<p>Grant Writer/Fundraiser</p> <ul style="list-style-type: none"> Responsible for conducting the full range of activities required to research, prepare, create, and update grant proposals, cover letters, and letters of inquiry/interest Conduct prospect research to identify, cultivate and solicit new grants Update or create files for necessary grant documentation Work with program directors on grant program data, information and budgets as applicable Perform research on foundations, governmental opportunities, and corporations to evaluate prospects for grants Creating briefings on new grant opportunities for review by program directors as needed Determine applicable grants for submission and schedule needed submission dates Develop written proposals and applications to foundations and other grant-making organizations and individuals Submit grant applications in compliance with grant guidelines and framework required by funder Enter/update grant information into Salesforce database Will assist Senior Director of Fund Development as needed with grant writing serves as back up on grant 	<ul style="list-style-type: none"> Increased number of grants over 200K and raise revenue through grant awards Providing most effective tools to increase efficiency and manage workflow (specific date TBD) Accurate up to date data
20%	<p>Grants Management</p> <ul style="list-style-type: none"> Creates and maintains calendar to ensure timely grant submission of letters of inquiry, proposal deadlines and reports Ensure compliance with the grant agreements, including preparation and timely submission of grant reports, development and adjustment of associated budgets, coordination of budgeted funds, and submitting requests or invoices for reimbursable grants Work with program directors to obtain data for reporting Other grant management projects as assigned 	<ul style="list-style-type: none"> Ensures thorough and timely submission of all grant-related applications
10%	<p>Special Projects</p> <ul style="list-style-type: none"> Provide assistance with communications, fundraising appeals and other writing needs as directed Maintain and record information regarding past, current and prospective grants to easily track Other special projects as assigned 	<ul style="list-style-type: none"> Maintain a tracking tool for grants Provide Development team feedback on appeals and donor-focused publications as needed

10%	Events Participation & Administrative Tasks Management <ul style="list-style-type: none"> Serves as team member on development team events including but not limited to groundbreakings, ribbon cuttings, donor cultivation and recognition events, and our annual event, Art on the Avenue. Provide special reports and/or collaterals as needed for funders, Board, Senior Leadership Team (SLT) 	<ul style="list-style-type: none"> Participate, support and collaborate with team for successful events as needed Provide timely and relevant grant data as needed
------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Interaction

Identify the types of interaction an incumbent in this position would have with other employees, departments, organizations, both inside and outside the Company.

Type of Work Interaction (i.e. work with coworker, work with vendor)	Interaction Intent (i.e. report information, create RFQ, negotiate, answer questions)
Sr. Director Fund Development	Report information, escalate issues, strategize, collaborate
Program directors	Share grant opportunities, info and deadlines; solicit feedback; maintain communication for grant reporting
Receptionist/ Executive Assistant	Provide support and training on database. Ask for administrative support for ordering supplies/material and for data projects.

Decision Making

Examples of decisions that an incumbent in this position might make when performing the job and the impact these decisions have.

Examples of Decisions	Who, if Anyone Reviews These Decisions?	What is the Impact of These Decisions?
Anything over budget \$500	Sr. Director Fund Development requires approval	Financial and Operational
Hiring a vendor for large projects or events	Sr. Director Fund Development requires approval	Financial and Operational

Problem Solving

Identify the typical types of problems an incumbent in this position may solve on a regular basis. Include information on who else may be involved in helping with problem resolution. Is the incumbent accountable/responsible for final outcome?

Texas Foundations Fund gives us a grant to conduct home repair for low-income seniors, disabled persons or veterans. We need a way to identify who received these services, what grant activities happened, homeowner story and photograph. Our department must work with the home repair staff to obtain the information. What is the best way to get it?

JOB SPECIFICATIONS/ QUALIFICATIONS:

Education and Training

H.S. Degree / GED College Degree Certification/License*

- A Bachelor's degree, advanced degree preferred

Experience

- Minimum of 3-5 years' experience in grant writing
- Minimum of 3-5 years of fundraising experience with a **proven record of being awarded multiple grants in excess of 200k**
- Non-Profit experience preferred



Knowledge, Skills & Abilities

- Proficient writer: clear, concise, quick, audience-specific
- Minimum three years as a grant writer in complex nonprofit with multiple constituencies and programs
- Highly organized; able to plan work flow and meet strict deadlines in a fast-paced environment, project management skills
- Self-starter who works well autonomously/independently and as a member of a highly collaborative team
- Good communicator; able to work effectively with a variety of staff to develop and present strong proposals
- Strong computer/technology/database skills
- Able to connect with Avenue's work and mission
- Strong understanding of evaluation metrics and outcomes measurement preferred
- Must have reliable transportation with a valid driver's license
- Experience working with donor database and marketing; Salesforce experience a plus
- Working knowledge of Microsoft Suite (Outlook, Excel, Word, Power Point)
- Strong written and oral communication skills
- Willingness to learn, to be solution-oriented when faced with a problem and seek/provide feedback in order to improve service quality and customer service
- Professionalism in interacting with staff, peers, management and supervisors
- Maintain confidentiality and security of all information
- Ability to manage multiple ongoing tasks and occasional projects
- Excellent oral and written communication skills
- Demonstrated ability to establish and maintain effective relationships with colleagues, donors, and organizations

Supervisory and Management Duties

- This position does not directly supervise any employees

Asset Responsibility

- Laptop
- Building Access Card

Work Environment

The work environment is a temperature-controlled office. In the event of work being performed outside of a temperature-controlled office environment, it is required that appropriate clothing, footwear and PPE are worn at all times to maintain safety standards.

Physical Requirements

This position requires frequent sitting for long period of time, occasional walking, standing, stooping, bending and twisting of the neck, bending and twisting from the waist, and reaching overhead. This position requires frequent fine manipulation and simple grasping of both right and left hands (e.g. typing, holding telephone receiver, and utilizing writing implements.) This position requires occasional lifting of no more than 30 lbs. This position requires close vision (clear vision at 20 inches or less) and the ability to adjust focus. This position may work from home on Mondays and Fridays and must work on-site Tuesdays, Wednesdays, and Thursdays.

Reasonable accommodations may be made, in accordance with applicable laws, to enable individuals with disabilities to perform the essential functions.

Acknowledgment

I have read and understand the above job description. I attest that I can work in these conditions, and can fulfill the Essential Functions and Physical Requirements, to include any other reasonable requests that are asked of me. I will immediately notify my Manager if I am unable to comply with this job description for any reason.

Signature _____ Date _____