

Grants Specialist

Classification: Non-Exempt
Salary Range: DOE
Department: Development
Reports to: Director of Development
Date: 12/01/2017

Summary/Objective:

The Grants Specialist is responsible for cultivation, solicitation, and acknowledgement activities in building a sustainable foundation and corporate grants program including writing proposals for both unrestricted operating revenue and restricted projects.

Reports to: Director of Development

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Fund Development:

Strategic leadership of Foundation and Corporate Grants

Identify, cultivate, solicit and steward foundations and corporations to give, renew, and increase support

Research, prepare, and submit grant proposals

Major gift qualification – assess new leads through prospect research, cold-calling, and visiting potential contributors.

Donor Relations:

Develop and foster relationships with funding organizations

Host guests, lead tours, and conduct grant meetings

Encourage and collect anecdotal information and stories to support fundraising activities

Operational Management:

Annual Foundation and Corporate Grants goal based on annual budgeted amount

Track grant submission deadlines

Work with program staff to ensure projects or programs are meeting established requirements

Reporting – ensure all grant reporting requirements are met in a timely manner

Database – Maintain historical data, update grants, reports, gifts, and prospect research in Raiser's Edge

Key Competencies:

Should have the following qualities, knowledge of and/or experience in:

Demonstrated record of successful fundraising

- Excellent communication and relationship building skills
- Proven fund development acumen

- The skills and attributes to achieve ambitious growth goals and shape a sustainable tradition of annual support
- Highly organized and able to manage time and prioritize projects
- Must be flexible and adaptable to an environment with multiple and frequently changing demands and priorities
- High level of integrity and impeccable work ethic
- Computer proficient in office programs
- Working knowledge of computer operations
- Mission-oriented

Work Environment:

Work is regularly performed in office environments routinely utilizing standard office equipment, computers and phones.

Working outside will sometimes be necessary, in various weather conditions

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to speak, talk and hear, and is frequently required to stand, walk, sit, use hands to finger, handle or feel objects, tools, or controls, and reach with hands and arms; balance, stoop, and bend; lift, carry, move, push and pull up to 25 lbs. Specific vision abilities require by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Position Type/Expected hours of work:

This is a full-time position. Standard days and hours of work are Monday through Friday, 8:00 to 4:30 p.m. However, the position requires the ability to work during non-standard hours and on short notice as the need arises.

Travel:

Local travel will be required, primarily during the day. Limited out-of-area or overnight travel may be expected.

Required Education, Training and Experience:

- Bachelor's degree in relevant field
- Three or more years' experience with foundation grant-writing and non-profit fundraising
- Experience working in deadline-driven environments
- Ability to write clear, structured, articulate and persuasive proposals
- Strong editing skills
- Knowledge of fundraising information sources

Preferred Education, Training and Experience:

Advance degree preferred

Additional Eligibility Requirements:

- Valid driver's license
- Background check
- Current Vaccinations
- CPR/First Aid Certification

EEO Statement

Camp Korey is an Equal Opportunity Employer. It is the policy of our organization that employment decisions be based on merit, qualifications, and competence. Camp Korey provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, genetics, national origin, religion, sex, marital status, sexual orientation, sexual identity, age, presence of any mental, sensory, or physical disability, veteran status, or any other characteristic protected by law. In addition to federal law requirements, Camp Korey complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, re-call, leaves of absence, compensation and training.

Other Duties:

Please note 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.

Signatures:

This job description has been approved by all levels of management:

Controller _____ Date _____

HR _____ Date _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____