Florence Fuller Child Development Centers Job Description

Title: Grant Writer
Hours: Full Time/ Exempt
Reports to: CEO

Mission Statement: Making a difference through education for economically challenged children and families to build a positive future in our community.

Vision Statement: Striving for excellence as a progressive Child and Family Center, while being the catalyst for change that positively impacts our community.

Core Values: Compassion, Critical Thinking, Dignity, Excellence, Flexibility, Honesty, Mutual Respect, Promotes Harmony, Takes Initiative, Team Player, Trust.

Description:
This position takes the lead on research, writing, editing, and coordination of grant applications for private foundations as well as government and public RFP's. This position is also responsible for marketing FFCDC and will assist with other projects as needed.

Education/Experience:
Bachelor's Degree in a related field. Five years minimum experience in Non-profit fund raising and management. Knowledge of foundations, grant writing, research, community networks and contract management. Must have excellent writing and communication skills as well as attention to detail. Experience in social networking and in photo shop or equivalent promotional software. Knowledge of data management is required as well.

Responsibilities:

- Primary contact for grantors.
- Identify new foundation prospects using web based search engines.
- Work with CEO to determine the strongest, best fit program to support the agency's mission and vision.
- Complete and forward packets for submission, in accordance with each Foundation's guidelines. Coordinate completion and delivery of government and other RFP's.
- Write proposals, LOI's, online applications.
- Maintain foundation files, grants tracking sheet, follow up with signed grant agreements and thank you letters.
- Work with CEO and CFO to obtain required information including budgets.
- Monitor and submit foundation reporting requirements.
- Establish 12 month grant writing calendar.

- Prepare monthly grant reports for the Board of Directors /Executive Committee.
- Create and deliver progress materials for grantors including invitations to tour centers.
- Organize award photos and write & submit press releases to media.
- Maintain grantor database records.
- Attend meetings both internally and throughout the community.
- Attend applicable or requested continuing education opportunities.
- Attend Chamber meetings and other community outreach opportunities as directed.
- Assist with Development and Chief Program Officer as needed.
- Perform required computer skills.

Other Functions:

Note: The duties above are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described above.

Principal Accountabilities:

1. Must demonstrate sensitivity to our population's socioeconomic characteristics and needs.
2. Must be a team player and maintain a professional demeanor at all times.
3. Demonstrate effective staff management and leadership skills.
4. Quality – The extent to which an employee's work is accurate, thorough and neat.
5. Productivity – The extent to which an employee produces a significant volume of work efficiently in a specified period of time.
6. Job Knowledge – Basic knowledge and ability to which an employee possesses the practical/technical skills required for the job.
7. Reliability – The extent to which an employee can be relied upon regarding task completion and follow-up.
8. Attendance – The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record.
9. Independence – The extent to which an employee performs work with little or no supervision.
10. Creativity – The extent to which an employee seeks out new assignments and assumes additional duties when necessary.
11. Adherence to Policy – The extent to which an employee follows procedures and conduct rules, other regulations and adherers to company policy.
12. Interpersonal Relationships – The extent to which an employee demonstrates the ability to cooperate, work and communicate with coworkers, supervisors, subordinates and/or outside contacts.
13. Judgment – The extent to which an employee demonstrates proper judgment and decision-making skills when necessary.