About UMOM New Day Centers: Founded in 1964, UMOM is Arizona’s largest provider of services for families experiencing homelessness. Our mission is to restore hope, rebuild lives, and end homelessness. With an annual operating budget of $22 million dollars, UMOM provides shelter, supportive services, and housing programs to families and single women experiencing homelessness in Maricopa County. UMOM serves over 15,000 unique individuals across all our services annually, including families receiving support at the Family Housing Hub.

Position Description: The Assistant Director of Foundation Relations is a key member of the Philanthropy Team and is strategic lead for some of its most important donors. Philanthropic influencers in Phoenix ranging from private foundations to corporations to public entities, such as the Parsons Foundation, Virginia G. Piper Charitable Trust, the Phoenix Suns, and more are valued partners to this role. The Assistant Director of Foundation Relations is responsible for relationship management and securing funds. S/he will be researching, preparing, submitting, and managing grant proposals and reports that support the agency goals and meet donor guidelines and criteria. This position requires strong communication skills. In addition to nurturing relationships with the foundation representatives, this person will be responsible for writing, data analysis, program budgeting, and project management skills, with an emphasis on outcome measurement. Work in this position is often structured around deadlines and requires effort at a fast pace without sacrificing quality.

This position is an integral part of a growing team that is the driving power behind significant growth in private giving over the next five years. The successful candidate will be someone who will take personal and professional pride in working for an organization with a great reputation that provides programs to help end homelessness in our community!

Essential Duties and Responsibilities:

**Foundation Research, Strategy, and Writing - 60%**

Designs and activates a multi-year, strategic foundation solicitation plan, with the goal of program growth resulting in increasing funds raised from $1,000,000 annually to $1,500,000 annually over the next three to five years. Responsibilities include but are not limited to:

- Stewards existing relationships and cultivate new connections among some of Phoenix’s newest philanthropic powerhouses.
- Serves as the team’s area expert on foundation news and trends in order to position the organization to best attract investments from philanthropic foundations at the local, state, and national levels.
- Leads the grant application process including: drafting and finalizing grant proposals, letters of inquiry, and responding to requests for proposals; tracking relevant deadlines; and meeting with staff of the development and finance teams to gather necessary information to prepare these documents.
- Works closely with the Corporate Partnerships Officer for overlap with corporate and corporate foundations funding opportunities.
- Maintains a master calendar of grants and prospects and all associated files and correspondence.

**Grants Management - 35%**

- Creates acknowledgement material, progress reports, and facilitates grant contracts/agreements.
- Partners with marketing to ensure appropriate brand recognition in signage, website, e-newsletter, and social media, etc. as appropriate.

Effective Date: 05.05.22
Maintains grant compliance and reporting, including outcome measurement and grant budgets, taking responsibility for meeting high standards of effectiveness, timeliness, and completeness.

Tracks progress toward organizational and programmatic outcomes and goals.

Understands statistics, trends and data for grant proposals and community advocacy.

**Portfolio Management and General Development Activity - 5%**

- Tracks prospects and donor contacts in a portfolio using the organization’s CRM and tracking methods, ensuring that all donor information and special requests are recorded and accomplished.
- Reports on quarterly fundraising plan progress metrics and key performance indicators based on donor engagement.
- Performs other duties as assigned.

**Qualifications and Competency Requirements:**

**Experience and Education**

- Bachelor’s degree preferred (Communications, English, or related field preferred).
- Minimum five years of professional experience, with at least three years of experience in relevant roles (e.g. grant writing, grant management, fundraising, or business development).
- Strong relationship management skills.
- Demonstrated analytical and persuasive writing skills experience, as well as superior editing skills, including ability to convey complex information in a clear manner to a diverse audience required.
- Familiarity and experience working with local, statewide, and national donors is a plus.
- Knowledge of the non-profit/social sector and/or experience working with underserved or disadvantaged populations is a plus.

**Computer skills**

- Proficiency with applications including Microsoft Word, Excel, Power Point, and Outlook.
- Previous experience in Virtuous or comparable donor database software preferred.

**Compliance**

- Valid Level One Fingerprint Clearance Card or the ability to obtain one.
- Valid AZ driver’s license and a driving record that falls within UMOM’s policy.
- 50/100 level of car insurance coverage (mileage reimbursement available).

**Physical Activities and Working Conditions**

The physical demands and working conditions described here are representative, but not exhaustive, of those that must be met by an employee to successfully perform the essential functions of this job.

- This position is typically performed in an interior, environmentally controlled office setting. The duties of the job require extended periods of time being stationary and manipulating a computer (keyboard, monitor, mouse), and other standard office equipment including, but not limited to printer, fax, calculator, copier, telephone, and associated computer/technology peripherals.

**Additional Attributes**

- Adheres to the highest ethical standards; demonstrates empathetic disposition, and perseverance; reflects optimistic and positive attitude, and conveys sensitivity to needs of the donors and beneficiaries of UMOM’s mission.
- Willingness to embrace and actively support the unique culture and values of UMOM.
- Ability to focus on the tasks and details relevant to the position and the organization, while also switching quickly between tasks.
- Ability to exercise excellent independent judgment and take ownership of decisions.
- Ability to think on a broad, systems-level relative to the scope of the position.
- Ability to work independently and self-manage to achieve goals while being a strong team player.
- Ability to organize, meet deadlines, and delegate appropriately.
• Ability to cope with and embrace change, risk, and uncertainty.
• Ability to develop strong relationships within a fast-paced, collaborative setting that values diverse opinions; enthusiasm for helping drive change as UMOM becomes a more data-driven organization.

**Work Schedule:** The typical schedule for this position is Monday-Friday, normal business hours, with flexibility to occasionally work evenings and weekends to support the needs of the position and the organization. The majority of the work in this position is able to be conducted remotely if desired, however, the incumbent must be able to come into the office for specific engagements.

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

To learn more about and apply for this position, and to view all available positions with UMOM New Day Centers, please visit: [https://umom.org/umom-careers/](https://umom.org/umom-careers/)