



# TIDES FAMILY SERVICES

**WE NEVER GIVE UP ON A KID... NEVER!**

## Development/Grant Associate

West Warwick, RI

### Description

#### Performance Expectations/Key Challenges

- Support researching, identifying, cultivating, soliciting, tracking, and stewarding donors and donor prospects as assigned by the Vice President.
- Ensure stewardship of all gifts received, including drafting acknowledgment letters, receipting, and recognition; drafting briefings, fundraising reports and other written material.
- Participate in E-Tapestry cross-training and event module training to support software needs.
- Manage internal grants calendar and schedule to ensure the timely submission of proposals and reports.
- Organize prospect research data and enters E-Tapestry database and other database management software on a timely basis for tracking purposes.
- Maintain accuracy & integrity of the agency fundraising data base.
- Prepare all fundraising reports and maintains pledge reminders and the billing system as appropriate.
- Support all development and agency marketing materials for production, mailing & distribution.
- Coordinate with outside vendors; i.e., photographers, promotional vendors, etc.
- Support foundation grant research, write grant LOIs, proposals, follow-up reports and acknowledgments for various foundations and organizations.
- Maintain grant calendar and keep track of various deadlines in Grant Hub.
- Update grant program templates and case for support as needed to include updated program information and data in Grant Hub.
- Collaborate with staff on grant proposals.
- Perform prospect research on potential grant opportunities, foundations, corporations, and other sources of funding to evaluate prospects for funding.
- Responsible for conducting grant proposal process; including research, application, preparation, writing, and submission.
- Supports grant proposal to ensure compliance with grant requirements and all grant reporting as specified in the grants.
- Work with finance to gather information necessary for reporting.
- Communicate effectively and maintain relations with clients, team members, and funders.
- Assist in the development and delivery of fundraising event proposal submissions.

### Requirements

#### Critical Knowledge/Skills

- 2-4 years of administrative and grant writing experience in fundraising in human services, healthcare and other non-profit agencies environment.
- A demonstrated solid track record of customer relations, data management, mail merges, and grant writing.
- The Associate leverages a thorough knowledge and understanding of the entity's mission and has excellent technical writing skills, very detail-oriented, and can work effectively with a team and individually.



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## Essential Roles/Experiences

- Experience with maintaining tracking systems for thank you letters, proposals and/or events to ensure smooth and efficient follow-up.
- Attention to detail and highly organized-Ability to prioritize and manage multiple activities and deadlines.
- Exhibits the ability to handle the grant proposal process from start to finish.

## Degrees/Certifications/Licenses

- Associates Degree – Required.
- Bachelor’s Degree – Preferred.
- Proficient in Microsoft Office Suite programs.
- Knowledge of E-Tapestry/Blackbaud preferred.
- Valid driver’s license and registered/inspected vehicle – Required.
- Other - Ability to lift 50 lbs. to support event management, occasional nights, weekends and off hours.

## TO APPLY:

To apply and learn more about Tides Family Services, please [www.tidesfs.org](http://www.tidesfs.org). This is a full-time position with a salary of \$33,000.00- \$38,000.00 based on experience and competitive benefits. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.