



**BOYS & GIRLS CLUB
OF PAWTUCKET**

Position Description

Job Title:	Grants & Corporate Giving Manager
Department:	Development
Reports To:	Director of Development & Communications
Status:	Full-Time Hourly
Salary Range:	\$40,000

POSITION SUMMARY:

Reporting to the Director of Development & Communications, the Grants & Corporate Giving Manager will play a key role in all aspects of fund development- with a specific focus on grant writing, research, and management along with corporate giving and special events.

A small but busy office, the development staff members are additionally responsible for: the annual fund, direct mail solicitations, community outreach, fundraising campaigns, public relations, marketing, website content, social media, and more.

The diversity of this role means the Grants & Corporate Giving Manager will be involved primarily in the data and grants functions; but also tasked with leading the Club's extinguished events portfolio- including the direct oversight on the Club's signature event 'Opening Doors'. This position will sometimes be called upon in other aspects of the department and will be a key part of a small team, including involvement in community outreach, campaigns, appeals and activities. Additionally, this position will have an important connection to Club programs and program staff.

DUTIES AND RESPONSIBILITIES:

Grants:

- Write and submit grant funding proposals to further the mission and goals of the Boys & Girls Club of Pawtucket.
- Secure funding from foundations, corporations and government sources (current grant funding is approx. \$500K+ from all sources)
- Develop an annual grants strategy and create an annual grants calendar; including regularly reviewing and reporting of identification, cultivation, and stewardship of current and potential foundation/grant sources.
- Maintain the system for tracking all active grant contracts including contract terms, award amount, renewal options, compliance requirements and any important provisions.
- Create and generate list, queries, reports from membership and donor database for grants, marketing, mailings, and board meetings.
- Complete and oversee all grant final and progress reports following required timelines of funders.

Special Events:

- Plan, execute and manage all aspects of Club fundraising events for maximum net profit. In FY 2022, events include Opening Doors, along with the required creation of additional event- such as golf tournament, baseball event or other revenue generating event.
- Develop and execute work plan for Club's Signature Event – 'Opening Doors'; along with corporate fundraising. This includes: establishing goals, securing sponsors, managing event analytics and logistics.

- Create and adhere to event timelines, budgets, and deliverables; oversee all day-of event logistics.
- Establish relationships and build rapport with Club program staff, families, community partners, corporate supporters, and volunteer leadership. Also, serve as primary contact for vendors, sponsors and event donors.
- Work closely with Marketing & Community Relations Manager to develop event collaterals and prepare effective communications for social media, event websites, and Mail Chimp (or other email marketing software)
- Assist with fundraising activities including Annual Appeals, Annual Fundraising event, Fundraising campaigns and other as assigned duties related to fundraising and events through the Development Department.

EDUCATION & EXPERIENCE REQUIREMENTS:

- Bachelor’s Degree in a related field required.
- Minimum of three years’ experience working in a development office preferred.
- Specific experience in grant writing, with data collection and analysis, and the development and implementation of outcome measurement tools and systems required.
- Specific experience planning and/or leading execution of event planning
- Excellent verbal and communications skills
- Team player willing to wear many hats in small-team environment
- Strong relationship building skills

KNOWLEDGE & SKILLS:

- Excellent writing skills and experience writing successful proposals.
- Superior understanding of data collection and comfort with, and experience in, the application of statistical analysis.
- Outstanding interpersonal, diplomacy, and teamwork skills.
- Comfort with Microsoft Office and a high level of proficiency in Microsoft Word and Excel required.
- Experience using fundraising databases.
- A demonstrated ability to work both independently and as part of a team.
- A demonstrated ability to meet deadlines.

PHYSICAL AND WORKING CONDITIONS:

In terms of physical requirements, this position requires work best described as:

Sedentary Light Medium Heavy Very Heavy

- Standing/Walking/Bending/Stooping – Continuous;
- Hearing – Ability to receive information through oral communication (face to face and telephone – Continuous;
- Talking – Expressing or exchanging ideas by means of the spoken word (face to face) – Continuous;
- Reading – Ability to receive information through fax, e-mail, and text messages – Continuous;
- Requires vision to perform work dealing with data and figures and computer screens – Continuous;
- Responds positively and productively to stressful internal (employee)/situations – Continuous; and
- Assist others to work harmoniously and effectively as part of a work team – Continuous.

CORE COMPETENCIES:

Competency	Level 2	Level 3
Problem Solving <i>The ability to logically and resourcefully evaluate a situation and apply creativity and innovation to identify the alternative solutions.</i>	<ul style="list-style-type: none"> • Identifies problems and offers logical solutions • Gathers and absorbs information to resolve issues 	<ul style="list-style-type: none"> • Brainstorms solutions with creativity and innovation • Asks probing questions to understand root of issue
Accountability <i>Takes ownership for one's actions and follows through on commitments. Holds others accountable and does not assign blame to others while being reliable and results focused.</i>	<ul style="list-style-type: none"> • Challenges existing practices and contributes to improve work methods to become more effective • Achieves results through focus and within prescribed deadlines • Navigates obstacles and utilizes technology proficiently 	<ul style="list-style-type: none"> • Identifies needed adjustments in own area of responsibility and sets priorities accordingly • Weighs the pros and cons of proposed course of action • Takes on new initiatives to improve performance outcomes
Trustworthiness <i>Embodies integrity through sound moral and ethical personal standards aligned to organizational values.</i>	<ul style="list-style-type: none"> • Acts with sincerity • Displays forthright & responsive behavior • Delivers on all commitments at all times 	<ul style="list-style-type: none"> • Fosters an environment of trust • Assumes positive intent
Collaborative <i>Works together as a team to achieve a common purpose or goal through selfless commitment while fostering an inclusive environment.</i>	<ul style="list-style-type: none"> • Ability to offer solid opinions/suggestions to team that have a positive impact toward achievement of common goal • Shares information with peers • Convinces others by showing benefits of solutions 	<ul style="list-style-type: none"> • Seeks relationships outside own department • Creates opportunities to partner with others • Provides basic coaching to others
Leadership <i>Leads toward a common vision through inspiring and influencing others providing opportunities for people to reach their full potential.</i>	<ul style="list-style-type: none"> • Inspires team • Makes timely decisions • Encourages different perspectives and views from team • Acts as role model and leads by example 	<ul style="list-style-type: none"> • Celebrates team successes • Encourages innovation • Brings others along • Provides on-going coaching and feedback • Resolves conflict
Relationship Builder <i>Ability to build long term, sustainable relationships that strengthen the achievement of organizational objectives through the demonstration of personal value and trust.</i>	<ul style="list-style-type: none"> • Stays on level • Don't get involved in office politics • Respects others time • Proceeds with caution with social media 	<ul style="list-style-type: none"> • Willingness to go above and beyond • Takes ownership for delivering on results • Encourages open discussions
Authentic Communication <i>The ability to engage others in open and transparent communication through active listening and shared understanding while demonstrating sincerity in tone and body language.</i>	<ul style="list-style-type: none"> • Ability to empathize, identify with and understand others (open-mindedness) • Knows audience and when to flex communication style 	<ul style="list-style-type: none"> • Confidently communicate thoughts and ideas with clarity • Shares information in open and transparent manner

DISCLAIMER:

This position description generally describes the principle functions of the position and the level of knowledge and skills typically required. It does not constitute an employment agreement between the employer and employee, and it is subject to change as the needs of the employer and the requirements of the job change.

TO APPLY:

Please submit cover letter, resume, and salary requirements to Annette Robinson, Office Manager, at arobinson@bgcpawt.org.