



Position Title: Grants Developer

Department: Foundation for Abilities First NY

Supervisor: Chief Advancement Officer

The Grants Developer ensures key strategic needs of Abilities First are represented and developed through research and the successful grant applications. This position has lead responsibility for identify funding opportunities, applying for grants, and reporting, monitoring, and ensuring compliance for a portfolio of private and governmental grants. This position. collaborates with administration, leadership, program staff, granting agencies and community stakeholders.

Essential Job Functions:

- Develops an annual plan to identify funding opportunities to support the organization’s strategic vision.
- Direct and oversee all aspects of grant proposal development, writing and submission, in cooperation with all departments and programs within the agency.
- Research and identify sources of funding, including federal, state, and local agencies, corporations, and public foundations.
- Understand the agencies history and programs
- Actively manage a portfolio of funding prospects for grants. Cultivate, solicit, and steward prospects. Maintain ongoing relationships and communications with interested parties.
- As needed, provide presentations and trainings to staff on the grant process, grant budgets, and other related topics.
- Review and interpret program solicitations and announcements from funding sources and remain current in funding trends and themes.
- Provide information to administration, staff, and community partners on potential grant opportunities.
- Gather necessary financial, statistical and background information from appropriate departments, staff and community partners in order to submit grant requests.
- Conduct fiscal and administrative reviews of proposals requiring consultation with staff and funding agencies.
- Seek grant funding opportunities from various private and government entities such as foundations, federal and state agencies.
- Serve as the organizations primary contact for grant submissions and awards. Develop and maintain resources to assist staff with grant-funded projects and activities in managing their grants, documenting attainment of project objectives, and generating required reports to funding organizations.
- Assist CAO to implement grant components into fundraising campaigns.
- Manage records of all grant submissions and awards utilizing the Blackbaud CRM for the agency.
- Works with senior leadership to review and refine proposals.
- Ensures all required trainings and certifications required are current, and seeks further support and training where needed.

- Adhere to agency Code of Legal and Ethical Behavior, which require all employees, consultants, board members, volunteers and affiliates to perform their responsibilities according to ethical and legal standards with honesty, integrity, fairness, good faith and respect for others and the law.
- Follows all agency policy and procedures and demonstrates continuous regard to personal safety and the safety of others.
- Performs other appropriate job-related activities as requested by your supervisor or as circumstances warrant.
- Perform other duties as assigned.

Knowledge & skills

- Strong written communication skills: ability to write clear, structured, articulate, passionate storytelling and persuasive proposals.
- Strong editing skills with attention to details
- Ability to meet deadlines
- Knowledge of fundraising techniques, strategies and information sources
- Knowledge with research techniques, web resources and fundraising prospect research
- Solid foundation and experience with proposal writing and institutional donors
- Ability to work as part of a team that is partly or mostly remote

Experience & Qualifications

- Bachelor's degree or above
- Minimum of three to five years' experience in researching and writing grant applications
- Demonstrated success developing large complex proposals
- Successful portfolio applying for and securing grants over \$1m
- Previous experience with nonprofit fundraising
- Experience working in a fast-paced, deadline-driven environment
- Able to work well in a team environment, handle multiple assignments and meet deadlines
- Able to produce reports
- Must have a current NYS driver's license, free of moving violations; deemed acceptable by our insurance carrier.
- Membership in American's Grant Writer's Association or Grant Professionals Association preferred
- Applicant will be required to submit two samples of a successful grant application over \$100k.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, to perform the essential functions of this job, an individual shall be required to:

1. Have the ability to lift up to 50 lbs., bend, squat, bend the knees, pivot and grasp with both hands (in order to properly and safely perform the techniques taught in CPR/First Aid, behavior intervention techniques, and lifting and carrying techniques).
2. Can stand and walk for extended periods of time.
3. Possess verbal and written communication skills, in English.

Evaluation of Performance

At orientation, the supervisor will discuss the areas of performance expected and indicate on an evaluation form to the employee how satisfactory performance will be measured.

Supervisor Approval

Date

HR Director Approval

Date

The above tasks and standards have been reviewed with my supervisor and I have an understanding of my responsibilities.

Employee Signature

Date