



Director of Grants and Stewardship

Job Title: Director of Development
Reports To: Vice President, Philanthropy
FLSA Status: Full-time, Exempt
Department: Development & External Affairs

Summary

The Director of Grants and Stewardship is responsible for leading the organization's efforts related to institutional giving, grants, and stewardship. The Director of Grants and Stewardship also serves as the organization's principal development writer. S/he will manage a portfolio of current and new institutional funders – businesses, corporations, foundations, community or civic organizations, and government entities. S/he will be expected to meet annual fundraising goals. Responsibilities include identifying and cultivating institutional funders, writing grant proposals and letters of intent, and ensuring the submission of reports for all institutional funders. The Director of Grants and Stewardship will also work closely and partner with the Director of Philanthropy to secure sponsorships for Serving Seniors' annual gala and other special events.

Further, the Director of Grants and Stewardship is responsible for managing the donor stewardship program for Serving Seniors, and actively participate in the creation and writing of marketing and communications materials for the agency.

The Director of Grants and Stewardship must have flexibility to work occasional evenings and weekends as necessary to meet department goals.

Responsibilities

Institutional Giving

- Develop identification, cultivation, solicitation, and stewardship strategies for new and current business, corporate, foundation, and government funders.
- Maintain a robust calendar of grant submissions and write grant proposals, prepare budgets, assemble and submit applications, and manage required reporting for all grant funders.
- Conduct prospect research on a regular basis.
- Maintain all institutional grants files, resource library, and pertinent grant attachments.
- Build productive relationships with program, finance, and health and social services staff at Serving Seniors to successfully identify needs and opportunities for funding.
- Monitor and evaluate progress toward goals and provide statistical reports for the overall institutional giving program.
- Provide guidance and support to the Senior Executive team with regard to grants, contracts, cooperative agreements, and other funding applications.
- Lead tours, in-person meetings, presentations, and site visits for all institutional prospects, engaging the Vice President, Philanthropy, and President & CEO as appropriate.



- Represent Serving Seniors in the community at check presentations, speaking engagements, corporate events, and other events relevant to institutional giving.
- Draft major gift proposals for the Vice President, Philanthropy, as needed.
- Work in close partnership with the Director of Philanthropy and Vice President of Philanthropy for corporate and foundation sponsorship requests for the annual gala event and other special events.

Stewardship

- Lead the agency's donor stewardship program as set forth in the agency's Donor Stewardship Policy and Plan.

Marketing and Communications

- Participate in the creation and writing of communication materials including but not limited to direct mail appeals, online appeals, brochures, web site content, stewardship letters, marketing materials, presentations, and other collateral materials as needed.

***Other duties and tasks may be assigned as needed.**

Education/Experience

- Bachelor's Degree in English, marketing/communications, business, or a related field required. Master's degree preferred.
- A minimum of 5 to 7 years of fundraising experience required including extensive corporate, foundation, and government grant writing experience.
- Track record of successfully obtaining grants and sponsorships from corporations, foundations, and government entities.

Skills

- Superb written communication skills
- Advanced knowledge of MS Office (Outlook, Word, Excel, PowerPoint)
- Experience with complex fundraising software (DonorPerfect preferred)
- Excellent analytical, verbal, and written communication skills
- Ability to use good judgment and maintain confidentiality
- Ability to work independently, multitask, and set priorities to meet deadlines
- Strong organizational skills and exceptional attention to detail
- Ability to develop and maintain productive working relationships with various constituencies: clients, volunteers, staff, board members, and prospective and current donors
- Team player who can work cooperatively with all staff toward common goals
- Ease with public speaking



Other skills include:

- Oral Communication Skills
- Written Communication Skills
- Telephone Etiquette
- Attention to Detail
- Diplomacy
- Professionalism
- Time Management
- Computer Literacy
- Ability to sit or stand for long periods of time
- Ability to lift up to 20 lbs.

Physical Demands and Work Environment

Physical Demands:

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment:

While performing the duties of this job, the employee is regularly exposed to normal risks of working in an office environment (e.g., risks due to heavy computer use).

To Apply:

Please complete an application by enter this link in your browser:

<https://recruiting.paylocity.com/recruiting/jobs/Apply/291680/SERVING-SENIORS/Director-of-Grants-and-Stewardship>