



Job Title	Grant Writing and Storytelling Manager
Reports to	Director of Development & Outreach
Classification	Full time and Exempt
Date	11/5/2021
Pay	\$45-55,000 annually dependent upon experience

Job Overview: Describes a general summary of the position. Explains why the position exists in the company.

DMARC is currently seeking a full-time Grant Writing & Storytelling Manager to successfully secure local, regional, and national grant support for DMARC's mission.

The successful candidate will oversee all aspects of the grants process:

- Researching funding opportunities;
- Maintaining existing and creating new grant funding relationships;
- Writing and coordinating specific proposals that match DMARC's needs with funder priorities;
- Sharing DMARC's value proposition with funding leaders and decision makers; Conducting follow up to secure funding;
- Thanking funders for their support and keeping regular contact;
- Reporting DMARC progress of initiatives that are funded;
- Documenting support via Blackbaud donor management programs and
- Celebrating and sharing support publicly.

Essential Functions: Identifies main accountabilities performed in the job.

Strategy

- Align DMARC fundraising and organization goals with DMARC strategic plan and project priorities of DMARC staff.
- Lead grant and proposal research. Explore published information, electronic databases, and other research tools to determine potential funders' priorities for funding and investment.
- Develop strategies to solicit funds. Have the ability to creatively solve problems.
- Identify and finalize annual list of potential funders.
- Lead efforts to write proposals and reports to foundations, corporate funders and others.

Relationship Building

- Create relationships with funders to ensure that DMARC requests are well received and are a good match for funder giving criteria and DMARC's needs.
- Develop strategies which both thank funders for their support and create avenues to deepen relationships and opportunities for collaboration.

Communications & Story telling

- Collaborate with DMARC colleagues with all aspects of writing, editing, research and proposal management (for example, work with programming staff to experience and understand programs).
- Prepare written materials and disseminate to support funding initiatives, including cultivation and stewardship materials and reports/summaries.
- Prepare proposal collateral, including PowerPoint presentations, talking points and follow-up letters as needed.
- Coordinate promotion of successful grant applications with DMARC's Communications & Advocacy Manager, thanking and recognizing donors on social media (Facebook, Twitter and LinkedIn).
- Work cooperatively as a member of the DMARC's Development Department, participating and contributing to internal meetings, and providing insights as needed.

Organization

- Maintain an annual calendar of grant applications.
- Track and write proposals and reports for new and renewing funders.
- Drive the proposal process by determining timelines and working with the team to ensure deadlines are met.
- Maintain and update current and potential funder organizational contact information, documenting information and key conversations within donor management database.

Knowledge, Skills and Abilities: Describes the mental, physical demands and working conditions needed to perform the job

Communications/Writing: Superior written and oral communication skills to support story telling efforts; excellent analytical, critical thinking, and organizational skills with precise attention to detail. Able to create narratives that can elicit emotion and a call to action. Ability to maintain strict confidentiality standards, particularly in regard to donor and gift information and records.

Initiative: Is action oriented and energetic; seeks out and seizes upon opportunities; sets demanding but achievable objectives for self and others. A proven ability to take direction, but to also work with minimal direct supervision and manage multiple projects, while being a committed team player.

Interpersonal Skills: Establishes good working relationships with all who are part of the grants process, working both internally and externally, using diplomacy and tact.

Attention to Detail: Follows up on all opportunities and information meeting deadlines for self and setting deadlines for others when working collaboratively.

Computer:

- MS Office suite, particularly Excel and PowerPoint
- Experience with donor management software, with proficiency in Raiser's Edge database software a plus.

Strongly preferred:

- Passion for addressing the problem of hunger in our community.
- Bachelor's degree and 4-7 years of relevant writing experience.
- Experience in fundraising, communications or a related field.

Note: This is not necessarily an exhaustive list of the job duties and requirements associated with this job, but is intended to represent an accurate reflection of the current job.

To apply:

Please send cover letter, resume and example of writing to: Leslie L. Garman, CFRE, Director of Development & Outreach at LGarman@dmarcunited.org

Note: Statements included on this job description are intended to describe the general nature and level of work performed by the employee(s) assigned to this job. The statements should not be construed as exhaustive list of responsibilities, duties, and skills required.

DMARC will follow public health guidelines to ensure employees feel safe within the workplace. DMARC will make sure personal protect equipment is available when needed and/or requested.

DMARC is an equal opportunity employer and celebrates diversity and is committed to creating an inclusive environment for all employees.

Candidate must take and pass routine background check before they will be considered a qualified hire.