

***Our Mission: To improve lives by uniting the caring power of our community.***

**Career Opportunity**

**Grants Director**

Posting Date: December 12, 2019

Deadline: January 10. 2019

To apply, please send a cover letter and resume to: careers@unitedwaydm.org.

For more organizational information, please visit www.unitedwaydm.org.

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| **Position Summary:**The Grants Director supports and advances United Way’s mission of improving lives by identifying potential sources of grant support, working with UWCI staff and community partners to develop and write successful proposals, and reporting back to the grantors on how their funds measurably improve lives in the Community Impact areas of education, income and health. This position works a variety of internal departments and staff to ensure funding sources are strategically aligned The successful candidate for this position will have a passion for the organization’s mission and has the natural ability to develop positive and collaborative relationships with a variety of stakeholders, both internal and external. Solid experience in writing grants and grants management is a must with proven success in obtaining grants and managing grants from a variety of sources such as governmental, corporate, private foundations and associations. The UWCI Grants Director also leads or participates in collaborative grant proposals with other organizations, including providing support to community and funded partners when requested and as time permits. **Why Choose UWCI?** United Way of Central Iowa is an established and highly respected nonprofit in the Central Iowa area and the United Way Worldwide network. Employees at UWCI have a passion for the organization’s mission and community impact work and strive to create a positive, inclusive and welcoming work environment. Our Core Values of **Compassion, Integrity, Community Engagement, Responsiveness and Striving for Excellence** is the foundation for how we do our work and to reach our aspiration to “Engage Community to Empower All.” In addition to a competitive salary and robust benefits package including health insurance, a dental plan, 401(k) with match and paid life insurance, we offer the following:* On-site cafeteria
* Free, newly remodeled on-site fitness center
* Commitment to employee professional development
* Fostering diversity and inclusion initiatives
* Fun monthly opportunities for employees to build camaraderie
* Wellness initiatives
* Convenient central Des Moines location with free parking
* Paid volunteer time off
* Participating in cross-functional teams and organization-wide initiatives and projects
* Tuition Assistance
* Generous paid vacation plan, holidays, a personal holiday and sick time
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| **Competencies:** * **Relationship Skills:** ability to establish and maintain good rapport and relationships with customers and coworkers.
* **Analytical Skills:** Ability to develop information and raw data into meaningful conclusions.
* **Communication skills – Oral**: Ability to send tactful and appropriate verbal messages and listen to others’ response in order to convey information.
* **Communication – Written:** Ability to write concise, clear letters, reports, articles, or emails including proofing and editing work.
* **Technical aptitude:** Ability to relate to topics that require specialized knowledge and understanding.
* **Project Management:** Ability to plan, organize, direct and control tasks to meet a specific goals.
* **Creative** – Ability to think in new ways that produce something new or lead to novel ideas. **Problem solving** – Ability recognize courses of action that can be taken to handle problems, and apply contingency plans to solve those problems.
* **Self-motivated** – Ability to reach a goal or perform a task with little supervision or direction.
* **Business Acumen:** Ability to understand business-related topics and issues.
* **Decision Making:** Ability to evaluate information and select an effective suitable course of action using sound judgment.
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| **Education:*** Bachelor’s Degree. More extensive experience may be considered in lieu of some education.
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| **Experience:*** Three to five years proven success and experience in grant writing and grants management, preferably working in an organization with a team-oriented staff.
* Strong proficiency in Microsoft Office applications including Word, Excel, and PowerPoint; exposure to database management.

**Other Requirements:** * Driver’s license and ability to drive own vehicle for regular local travel between buildings in the Central Iowa area. Overnight and air travel occurs potentially twice year with stays of two to three days.
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| United Way is an equal opportunity employer and employment practices are implemented without regard to race, color, national origin, gender, religious beliefs, age, disability, sexual orientation, citizenship status, military status or any other basis protected by federal, state or local fair employment practices. |