

Grant Officer Job Description (full-time), Denver Rescue Mission (denverrescuemission.com):

For over 130 years, donors have sustained the life-changing work of Denver Rescue Mission and make it possible to expand its impact. We invite you to join the Mission in the frontline fight to address homelessness in Denver and Northern Colorado. The Grant Officer is an integral member of the Development team, researching and preparing potential private, local, corporate, and national foundations to find funding matches and preparing applications to receive funding for the Mission. The Grant Officer is a full-time, exempt position that reports to the Sr. Director of Philanthropy.

Who are we?

Denver Rescue Mission serves people experiencing homelessness and poverty through emergency services, rehabilitation, transitional programs, permanent housing assistance and community outreach. Since 1892, we've been changing lives in the name of Christ by meeting people at their physical and spiritual points of need, with the goal of returning them to society as productive, self-sufficient citizens.

Hiring Range: \$55,100 - 68,800 per year, based on qualifications and experience

Benefits: [Complete Benefits Guide](#)

Highlights of our incredible benefits package:

- Comprehensive health, dental and vision benefits
- Generous vacation, sick time, and holiday pay, plus paid birthday off and refreshment day
- Tuition reimbursement and child adoption benefits
- Employer paid term life insurance, long-term disability, AD&D
- Health savings account with generous employer contribution
- Flexible spending account
- Paid parental and bereavement leave
- 401(k) with 5% company match, + opportunity for annual tenure-based incentive contribution
- Complimentary RTD EcoPass

RESPONSIBILITIES

- Researches potential private, local, corporate, and national foundations to find appropriate funding matches for Denver Rescue Mission.
- Develops and writes grant proposals to current and potential funders.
- Conducts post grants analysis on grants awarded to ensure adequate follow up and timely submission of midterm and final reports as required.
- Maintains a written planning calendar outlining proposal and report due dates.
- Monitors specific restricted grant requirements.
- Works closely with DRM accounting staff to create specific program budget breakouts to accommodate Foundation requirements.
- Discusses potential funding ideas with the Sr. Director of Philanthropy.
- Maintains communication and dialogue with the Sr. Director of Philanthropy and appropriate program staff to identify funding needs of the Denver Rescue Mission.
- Informs the Sr. Director of Philanthropy and necessary program staff when a grant is awarded.
- Attends appropriate program and staff meetings.
- Attends ongoing training and conferences related to the grants field.
- Other tasks as assigned by the Sr. Director of Philanthropy.

Requirements

- Affirm the Statement of Faith
- Abide by the Employee Handbook
- Three to five years of experience working in fundraising/development.
- Three to five years of experience working with private and corporate foundations, grant development and grant proposal writing.
- Excellent overall written and oral communication skills.
- Excellent computer skills with knowledge of Salesforce desirable.

Denver Rescue Mission is both an equal opportunity employer and a distinctly faith-based Christian organization. Denver Rescue Mission complies with applicable federal, state, and local employment laws, and strictly prohibits and does not tolerate discrimination against employees, applicants, or any other covered persons because of race, color, national origin or ancestry, ethnicity, sex, sexual orientation, gender identity, age, disability, citizenship, parental status, marital status, political ideology, or current or prospective service in the uniformed services. This policy applies to all terms, conditions, and privileges of employment including recruitment, employment, training, and promotion opportunities. Based upon Title VII of the Civil Rights Act of 1964, the Colorado Anti-Discrimination Act, and the U.S. Constitution, Denver Rescue Mission has the right to, and does, hire only candidates who agree with our Statement of Faith and align with our Christian mission.

Salary Description

\$55,100 - 68,800 per year

How to Apply

Please contact Tilman Adair, Senior Director of Philanthropy, tadair@denrescue.org/303-313-2472.