

Job Title: Foundation & Corporate Grants Manager

General Description:

The Foundation & Corporate Grants Manager is a highly skilled professional who will help design, implement and coordinate donor relations and a stewardship program that generates support from new and existing donors, identifies top prospects, and strengthens relationships through strategic communications and ongoing cultivation. The Manager will also handle research projects and grants administration for the Chickasaw Foundation.

Supervision Received: Supervised directly by the Chief Executive Officer.

Supervision Exercised: No supervision exercised.

Supervision Essential Job Functions:

- Support the mission of the Chickasaw Foundation; to promote the general welfare and culture of the Chickasaw people by supporting educational, health, historical and community activities and programs.
- Support the mission of the Chickasaw Nation; to enhance the overall quality of life of the Chickasaw people.
- Responsible for prioritizing and managing assignments independently and in accordance with established deadlines.
- Develop and execute a strategic fundraising plan annually, focusing on private and corporate foundation support.
- Develop and maintain a detailed calendar of grant application and reporting deadlines.
- Identify foundation and corporate prospects and conduct research to determine interest, giving potential and alignment with the Chickasaw Foundation's strategic goals and outcomes.
- Collaborate with the Project Development and Review team for the collection of organizational data and local, state or national statistics for inclusion in proposals, reports and other collateral materials. Collaborate with their team to prepare and/or assure the preparation of high quality grant proposals and reports for funders.
- Coordinate a portfolio of relationships.
- Provide support to and for the CEO during in-person meetings with current and potential funders.
- Secure sponsorships for Foundation events and assist with site visits.
- Work with the Development Committee and CEO to identify new corporate giving strategies, and to support stewardship of family foundations/major donor relationships.
- Maintain accuracy of donor tracking systems and database for foundation partnerships while also maintaining confidentiality of donor information.
- Work with the Executive Assistant and Program Assistant to ensure grants are recorded, acknowledged and recognized appropriately.
- Work with department, division and/or program staff in order to develop grant proposals, reports, and budgets, and ensure proper allocation of grant funding.
- Prepare post-award documents and forward to relevant departments or organizations, serve as a resource, and review and track active grant balances.
- Attend the Development Committee and the Marketing and Communications Ad Hoc Committee meetings.
- Responsible for establishing and maintaining an orderly file system for all Chickasaw Foundation initiatives, on-going projects and grants, and routine business.
- Responsible for keeping up-to-date donor records.
- Complete background research for Chickasaw Foundation initiatives, projects and grants as needed.

- Assist the team with the development and implementation of special event and fundraising projects as needed as well as securing volunteers (example: annual Pontotoc Pursuit event).
- Responsible for attending any training required for the position as determined by the line of support or the executive leadership of the Chickasaw Nation.
- Assist in the development and maintenance of Chickasaw Foundation policies and procedures, and assist with compliance of Chickasaw Nation policies and procedures.
- Represent the CEO at meetings when necessary. Occasional in-state or out-of-state travel may be required as well as some work after normal work hours.
- Build collaborative relationships with the Chickasaw Foundation team, donors, program recipients and participants; Chickasaw Nation departments, divisions and programs as well as external partnerships.
- Communicate with the CEO on projects, and provide weekly, monthly, quarterly, annual or other reports as requested.
- Responsible for other miscellaneous duties, as designated by the Chickasaw Foundation's CEO.

Minimum Qualifications

Knowledge, Skills, and Abilities:

- Required** - Must be highly organized with attention to detail and accuracy in handling the duties of this position.
- Required** - Ability to prioritize multiple projects, work with minimal supervision, and efficiently utilize time and meet established deadlines. He/she should exhibit high energy, initiative and effective problem solving and critical thinking skills.
- Required** - Exhibit leadership qualities such as professionalism, resourcefulness and prudence, and have a talent for building strong, productive and collaborative relationships across constituencies.
- Required** - Must have high integrity to maintain strict confidentiality in all areas of the Chickasaw Foundation.
- Required** - Excellent written, oral and interpersonal communication skills. Ability to edit work for grammar and content.
- Required** - Must be proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint and Publisher).
- Required** - Ability to develop and maintain an effective filing system.
- Required** - Have a willingness to advance the goals and mission of the Chickasaw Foundation. Be self-confident, team oriented and self-motivated.
- Required** - The Foundation & Corporate Grants Manager should be willing to work irregular hours and weekends as needed or required by job duties.

Education:

- Bachelors Preferred** - Bachelor's degree or equivalent experience preferred.

Education Note:

Training And Experience:

- Preferred Experience** (3 -5 years) - 3 -5 years' of experience on a fundraising team with a specific background in writing. Grant writing, grant management, and experience working with corporate foundations and individual partners preferred.
- Preferred Training** (6 months - 3 years) - 2+ years' experience in special event, fundraising, marketing or related experience is preferred.

Licenses, Certifications, Other:

- Required** - A valid driver's license is required.
- Preferred** - Public speaking certification is preferred.

Physical Requirements:

- Required** - Sitting at desk for 6-8 hours
- Required** - Talking. Public speaking is required occasionally.
- Required** - Hearing
- Preferred** - Lifting files or boxes on occasion
- Required** - Driving or riding in a vehicle

Work Environment:

The majority of the work is performed in an office setting or arrangements may be made for remote work. Fast-paced work environment. Some driving and travel is involved.

Please visit chickasaw.net/careers to further apply for this position. Job code: 67596