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| Job Title: Grant and Donor Relations Manager | Reports to: Director of Advancement |
| Classification: Exempt, employed at will | Wage: |

Scope of Work

Under the direct supervision of the Director of Advancement, this position is responsible for the management of donor cultivation and grants. The position will support the organizations fundraising efforts with operational support, donor/data management systems for tracking and reporting, donor cultivation materials, and the grant process to include writing and reporting.

DUTIES & RESPONSIBILITIES

Donor Systems

1. Effective management of the donor database, donor records, tracking contributions, reporting, and maintaining accurate mailing lists through the database system.
2. Maintain files of internal, government agency, foundation, corporate and donor reports for the use of advancement planning and grant development.
3. Maintain year to date funding records and able to adapt to identify other potential funding/funders to fill gaps.

Donor Cultivation

1. Actively solicit contributions of both small and major gifts through in-person meetings, annual giving activities, online campaigns, and direct mail as agreed with the Director of Advancement.
2. Conduct research on individual, foundation and corporate donors when appropriate to assist Board of Directors, Executive Director or Director of Advancement.
3. Manages and carries out ongoing donor cultivations through monthly Advancing Hope e-newsletter, and curated and customized communications to include coordinated social media and giving anniversary recognition.
4. Assist Advancement Team with annual events to ensure donor development and cultivation.
5. Other duties as assigned to support the advancement of Family Advocates goals to support the mission.

Grant Writing & Development

1. Manages the grant process in full. LOIs, coordination and writing of applications, documentation, data collection, reporting, grant records management, coordinating funder recognition via social media/website, etc.
2. Deadline oriented.
3. Responsible for working directly with program directors for input, needs, and content for grant applications and data, outcomes, and impact for reports.
4. Customizes each grant application and report to match funders' language and expectations.
5. Maintains grant report tracking protocols and calendar.
6. Actively researches new grant opportunities.



SUPERVISOR RESPONSIBILITIES

This position may supervise Advancement Staff in absence of the Director of Advancement. Additionally, they may supervise interns in accordance with Family Advocates policies and procedures. Responsibilities may include interviewing, hiring and training interns; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS to perform the position successfully:

- Three years of experience directly related to the duties and responsibilities specified, preferred
 - Specifically, former fundraising or sales experience, preferred
- Ability to work in a team environment to achieve strategic and departmental goals
- Strong interpersonal skills and an ability to work well with others
- Excellent communication, presentation and systems management skills
- Ability to organize tasks, information, and interactions toward accomplishment of established goals
- Proven data management and grants management and reporting skills
- Self-starter and ability to sustain high level of activity with minimal supervision

Other qualifications:

- Demonstrated ability to remain calm and focused in stressful situations.
- Maintain timely and reliable attendance.
- Maintain a professional appearance.
- Maintain reliable and insured transportation as well as a valid driver's license.
- Ability to work a flexible schedule to include some evenings and weekends.
- Be at least 21 years of age.
- Complete and pass Idaho Supreme Court background check inclusive of national sex offender registry and Idaho Department of Health and Welfare Child Protection registry check.

This position is nonexempt (hourly) and "at will" under Idaho law. This job description does not and shall not be interpreted as an attempt to alter the at-will employment of this position.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

While performing the responsibilities of the job, these work environment characteristics are representative of the environment the job holder will encounter. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and vehicles. The noise level in the work environment is usually quiet to moderate. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Family Advocates is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of any kind. Family Advocates is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All



employment decisions at Family Advocates are based on business needs, job requirements, and individual qualifications, without regard to race, color, religion or belief, sexual orientation, family or parental status, or any other status protected by laws or regulations. Family Advocates will not tolerate discrimination or harassment based on any of these characteristics.

DISCLAIMER

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

9/11/2024