



## Position Description

|                                    |                             |                     |
|------------------------------------|-----------------------------|---------------------|
| Title: Manager – Grant Development |                             |                     |
| FLSA Class: Exempt                 | EEO Category: Professionals | WC Class: 8861      |
| Job Title # 20000018               | Salary Grade:               | Purchase authority: |
| Date Approved: July 21, 2017       |                             |                     |
| Revision Date: March 25, 2021      |                             |                     |
| Revision: major duty added         | Licensure: N/A              |                     |

### Purpose of Position

The Grant Development Manager is a member of the Great Circle statewide advancement team. The Grant Development Manager is responsible for securing funding for annual, capital and endowment goals. Primary constituents include foundation and government entities. The manager reports to the Director or Assistant Advancement – Grant Development.

### Major Duties (\*Essential Element)

- Establishes strategic goals and objectives to support agency budget \*
- Manages personal solicitation list as assigned to meet goals and objectives \*
- Identifies programs with a demonstrated financial need; work with program, finance, human resources, IT and other departments to develop case for inclusion in requests \*
- Stewards grants from application, award, payment, reporting and close out and document these actions in Raiser’s Edge
- Researches funding opportunities, both private and government, ensuring that the goals of the grantor meet with the mission and priorities of Great Circle
- Identifies relationships that exist between volunteer leaders and funders; develops and implements plans to enhance their involvement in cultivation, solicitation and stewardship of constituents
- Coordinates with agency marketing team and grantor to ensure press releases are issued in a timely manner as appropriate

- Participates in Advancement Team staff meetings, events and other activities
- Adheres to the professional fundraising ethics of the Association of Fundraising Professionals
- Travels across the state as needed
- Other duties as assigned for the betterment of Great Circle

### Competencies

- Leadership - possesses leadership skills and behaviors that contribute to superior performance; effectively manages change, problem solving, decision making, managing workload
- Judgment - makes thoughtful decisions in a timely and confident manner
- Execution & Results - adapts to change, effectively copes with the unexpected, systematically problem solves, follows-through and ensures accuracy
- Customer Focus - properly interacts with others, works independently or with a team, ethically minded
- Motivation & Work Ethic - demonstrates personal integrity by operating in an accountable, reliable, and respectful manner
- Trauma Informed - demonstrates commitment to learn and apply trauma-informed principles, as appropriate by role, and to understand impact of stress and trauma to clients, colleagues and self

### Required Education and Experience

- Bachelor's degree
- Three (3) or more years of professional fundraising experience

### Preferred Education and Experience

- Experience working with children and families in a trauma informed environment

### Qualifications

- Demonstrated success in grant writing and/or donor solicitation
- Exceptional verbal, analytical and written communication skills (a writing sample will be required prior to hire)
- Computer expertise in Word, Excel, PowerPoint, and other related software
- Experience with Raiser's Edge or NXT preferred
- Possess a current, valid driver's license and meet the requirements for insurance

### Working Conditions

Office environment. Working environment generally favorable. Lighting and temperature adequate.

### Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to sit or stand at a personal computer for a reasonable length of time typing and reading. The position requires constant walking, talking, listening, use of hands to handle or feel, as well as lifting up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility

None

Supervisory Responsibility

None

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee printed name: \_\_\_\_\_

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_