



POSITION DESCRIPTION

Community Partnership Coordinator (Grant Writer)	
Department: Advancement	Status: Regular Full-time, Exempt
Reports to: Grant Manager	Last Reviewed: January 2023
Titles reporting to this role: None	Next Review Date: March 2023

Position Summary:

Under the direction of the Vice President of Advancement, this position is responsible for overseeing the entire grant making and reporting process along with establishing long-term partnerships with all grantors. Partnerships will include but not limited to corporations, foundations, churches and government agencies. Grantor cultivation and stewardship will be a critical aspect of this position. Other duties include providing agency tours, managing grantor site visits, assisting with fundraising events, coordinating volunteer service projects and representing the organization at grantor events/meetings.

Essential Duties and Responsibilities

Include the following, other duties as assigned:

Prospecting

Write and edit clear, accurate, and persuasive funding requests, including letters of inquiry, concept papers, proposals, reports, and grant applications tailored to each funder's areas, mission, specifications, and deadlines. Utilization of Foundation Directory Online (FDO) to research and prospect for new private grant opportunities (e.g. Foundation and Business/Corporate).

Grant Writing

Responsible for managing and tracking existing grants/proposals while monitoring income goals and historical records. In addition, oversee the entire grant cycle from gathering materials from departments/programs to the appropriate submission process. Write or supervise writing of all proposals, budgets, reports, and other ancillary materials.

Fundraising and Donors

Assist Grant Manager with managing the donors' relations by evaluating prospects, producing donor profiles, and targeting appropriate ask amounts. Coordinate tours and visit. Responsible for assisting with some fundraising projects while managing and tracking existing grants/proposals and monitoring income goals and historical records. Additionally, manage the donors' relations by evaluating prospects, producing donor profiles, and targeting appropriate ask amounts. Assist with other fundraising projects including annual special events as requested

Community Partners and Networking

Build and maintain relationships between the agency and outside entities to ensure both parties collaborate. Represent the organization at grantor events/meetings.

General Requirements:

Sensitivity to cultural diversity is required. Will be subject to pre-employment screening that includes a medical, lift and drug and alcohol screening, as well as aptitude and skills' testing, where applicable.

Education/Experience:

Must possess, as a minimum, a Bachelor's Degree and at least one (1) year of experience in grant writing. Proven record of accomplishment in raising money from foundation, corporate and government sources. Knowledge of Raiser's Edge database. Familiarity with Chicago-area foundations and philanthropic community preferred.

Language Skills:

Bilingual Spanish preferred.

Computer Literacy & Knowledge Skills Abilities:

Proficient with Microsoft Office especially Excel required. Experience with Raiser's Edge database preferred or similar fundraising database.

Mathematical Skills:

Basic skills as needed to work with fiscal matters, budgets, and expense reports.

Operating Environment and Working Relationships:

Works cooperatively with all program directors, department supervisors, volunteers and other community organizations as needed.

Remote Work/Technology (WIFI)/Mobile Phone Usage:

Eligible for remote work but not eligible to receive a personal mobile reimbursement. A request for a technology reimbursement but be submitted within 30 days of incurring the expense.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee frequently is required to use hands. Must be able to lift and carry up to 25lbs.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Disclaimer:

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. The content of this job description is not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

I acknowledge and understand that:

Receipt of the position description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.

Employee Signature / Firma de Empleado: _____

Date / Fecha: _____

