

POSITION TITLE: Grants & Stewardship Coordinator

SALARY LEVEL: \$45,000-\$50,000 DOE

FLSA STATUS: Non-exempt, Salaried

REPORTS TO: Development Director

HOURS: 40 hours per week, occasional evenings and weekends

SUMMARY:

The Grants & Stewardship coordinator works to further Vanessa Behan's mission of child abuse & neglect prevention by developing relationships with, and securing funding from, foundations and corporations. The position will also work collaboratively to ensure Vanessa Behan has a strong relationship with key community organizations, as well as its core group of supporters.

PRINCIPAL ACCOUNTABILITIES:

Proposal & Fundraising Writing

- Research, write, and lead submission of, funding proposals (grants) to foundations and corporations resulting in meeting budgeted goals of solicited grant revenue.
- Develop positive relationships with new and existing foundation contacts leading to grant proposals funded by new partners or existing partners at higher levels.
- Prepare progress and final reports on grant-funded projects as required leading to creating and/or maintaining long-term funding relationships with grantors.
- Write copy for direct response appeals for print and e-mail that meet and/or exceed budgeted revenue goals.
- Coordinate, with Administrative Coordinator and Development Team, list generation for direct appeals and newsletter mailings utilizing targeted supporter segments that leads to an increased percentage of supporters responding to appeals.

Sponsorships

- In coordination with Development Team, develops sponsorship benefits and levels for events and builds list of potential sponsors based upon current supporters and connections with other businesses in the region.
- Develops relationships with corporate partners to secure event sponsorships from new and existing sponsors, as well as donated items for auctions/raffles, and ensures all agreed upon sponsorship deliverables are met.
- Invoices, and ensures timely payment of, event sponsorships.

Stewardship

- Monitor, steward, and strengthen relationships with Vanessa Promise Society members
- Lead, and represent Vanessa Behan in, third-party fundraising efforts amongst community members and local businesses.
- Serves as key contact for the Vanessa Behan Auxiliary, and Santa Express event.
- Passionately share Vanessa Behan's mission, vision, and stories to small groups and large crowds on tours and at public speaking engagements as assigned.

Teamwork & Core Values

- Submits monthly reports on grants, direct appeals, sponsorships, and Vanessa Promise Society as determined necessary by Development Director, Executive Director, and Board of Trustees.



- Makes recommendations to Development Director, and other leadership, based on trends and data noticed in reporting.
- Understanding, commitment, and application of Vanessa Behan's core values (excellence, humility, passion, and relationships) resulting in positive feedback about work from leadership, peers, volunteers, and outside constituents.
- Develops strong working relationships with staff, volunteers, board members, vendors, and supporters to further the organization's mission and fundraising goals.
- Promptly communicates with leadership regarding challenges.
- Participates and supports the Development Team's overall work including, support in annual fundraising planning, working at events, and representing the organization at community engagements.
- Other duties may be assigned to support the mission of Vanessa Behan.

PHYSICAL REQUIREMENTS:

These requirements are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable an individual with disabilities to perform the essential functions.

- Regularly standing, walking, sitting, listening, talking, and using hands and fingers, while occasionally climbing or balancing, stooping, kneeling, crouching, crawling, and reaching with hands and arms.
- Ability to lift up to 25 pounds.
- Specific vision requirements include close vision and the ability to adjust focus.

WORKING CONDITIONS:

- Work is generally performed in an office environment with a quiet to moderate noise level. When attending special events employee may be exposed to a variety of outdoor weather environments and noise levels. Occasional travel is required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES:

- Values and prioritizes relationships with clients, supporters, and the community.
- Self-motivated with the ability to work independently.
- Mature and professional interpersonal communication skills and the ability to work effectively with a wide range of constituencies within our community.
- Must have the ability to handle confidential information discreetly.
- Must have the ability to read, analyze, and interpret general business periodicals, professional journals and government regulations; ability to write reports, business correspondence, and procedural manuals; ability to effectively present information and respond to questions.

MINIMUM REQUIREMENTS:

- Bachelor's Degree in journalism, marketing, public relations, or other related field, or equivalent work experience.
- Minimum combination of 2+ years demonstrated experience that include both sales or fundraising AND grant or proposal writing experience.
- Strong understanding of CRM/donor management software (DonorPerfect preferred).