

JOB DESCRIPTION
Grants Coordinator and Writer

Job Number: 2000210	Reports To: Assistant Director, Institutional Advancement
Agency: Catholic Charities	Department: Institutional Advancement
Status: Full Time/Exempt	Date Revised: March 31, 2010

Summary

The Grants Coordinator and Writer will serve as liaison with all corporate and foundation funders to Catholic Charities, and will enhance and expand the current portfolio of donors and prospects.

The Grants Coordinator and Writer will coordinate grant planning and proposal development and liaise with corporate and foundation funders to Catholic Charities and will enhance and expand the current portfolio of donors and prospects. The position will be responsible for the proposal writing, delivery and reporting in collaboration with program and administrative staff. As part of the Institutional Advancement staff, the position will participate in other development events and activities.

Duties and Responsibilities

1. Develop annual operating plan in consultation with the Assistant Director and Director of Institutional Advancement, the CFO for Catholic Charities, and other appropriate parties and departments within the organization. The plan will include financial goals for both new grants and renewed support for identified and prioritized projects.
2. Produce proposals and coordination of all necessary reports prepared by the appropriate parties in a timely fashion for both corporate and private foundation funders. A weekly status report will be prepared listing grants received toward goal, proposals outstanding and projects under Institutional Advancement.
3. Write and/or edit and produce all appropriate acknowledgement letters and tax receipts for foundation and corporate funders.
4. Working with the Assistant Director and Director of Institutional Advancement, coordinate personal relationship building strategies with key current, lapsed and new funding sources.
5. Working with the Assistant Director and Director of Institutional Advancement, identify and utilize the foundation contacts of Catholic Charities Board Members and friends.
6. Establish regular, ongoing communication and strategy sessions with key Charities administrators and program personnel.
7. Assist and coordinate with all appropriate Catholic Charities and corporate partners relating to in-kind corporate donations, including annual toy, food and coat drives.

8. Through prospect research, identify new prospects for current projects and programs for which proposals have been prepared.
9. Represent Catholic Charities at appropriate events and functions. (Due to nature of departmental work/events, on occasion some nights or weekends may be required.)
10. Other duties as assigned.

Supervisory Responsibilities

Does not directly supervise paid staff.

Education, Skills, Competencies and Experience Required

- 3-5 years of related experience.
- Bachelor's degree required.
- Exceptional language skills, oral, written and listening.
- The ability to handle multiple high priority activities simultaneously.
- Computer literate with working knowledge and experience with the latest version of Windows, Word, Excel and fundraising database, Raiser's edge preferred.

Please sign below to indicate that you have received and reviewed the job description

Name: _____

Signature: _____

Date: _____