



Grants and Communication Specialist

Full-Time Position

Reports to: VP of Development

Exempt

Mission

Our mission is to inspire and prepare young people to succeed in a global economy.

Essential Job Responsibilities

The Grants and Communication Specialist is responsible for generating fundraising income from corporate, foundation, and government grants. Along with charging our mailing campaign to donors and prospects. This individual contributes to the overall development strategy and action plan. This individual will work closely with staff and volunteers to identify, research, cultivate, solicit, and steward prospects/donors.

- Conduct research on corporate, foundation, and government grants.
- Work with administrative and staff to identify funding (program related) needs.
- Lead grants management process from initial contact to final report, collaborating with Development, Programs and Finance.
- Manage deadlines for applications and reporting requirements in consultation with leadership.
- Work closely with the Vice President of Development and President to coordinate prospect cultivation, donor stewardship and overall relationship management of grant makers.
- Contribute to the planning and implementation of the strategic plan regarding activities relating to donor solicitations and other fundraising efforts.
- Contribute to the planning and implementation of overall development goals, strategies, and activities relating to the identification, research, cultivation, solicitation and stewardship of prospects and donors.
- Monitor fundraising efforts and progress towards goals.
- Support efforts that increase visibility of programs, services, and activities and maintain good public relations with donors and prospects.
- Responsible for the management and implementation of the Annual Giving Mailing program.
- Promote the organization's brand to existing and prospective donors.
- Responsible for creating the annual communication plan with content.

Additional Responsibilities

- All other duties as assigned.

Qualifications

- Bachelor's degree from an accredited college or university, or an equivalent combination of education, training and experience.
- A minimum of three years of professional experience in grants writing, management, and/or fundraising.
- Experience writing and managing grants programs at a non-profit organization.
- Demonstrate intermediate to advanced skills and knowledge of Excel, as well as other Office 365 applications.
- Strong organizational skills and the ability to meet deadlines.
- Ability to manage sensitive and confidential information with integrity.
- Strong analytical and problem-solving skills.
- Excellent interpersonal skills to communicate effectively across the organization.
- Highly detail-oriented.