FOSTER & ADOPTIVE CARE COALITION

FOR EVERY CHILD... A PLACE TO CALL HOME

| **Development and Grants Manager** | | | |
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| **Department:** | Development | **Date Prepared:** | 4/1/2024 |
| **Prepared by:** | Bridget Jones | **Reports to:** | Chief Impact Officer |
| **FSLA Status:** | Full-Time, Exempt | | |

## Summary of Position

The Coalition is hiring a Development and Grants Manager to champion the proposal and report development process and to assist with general fundraising efforts. The successful candidate will work closely with the Development Operations Manager, Chief Financial Officer, Executive Director, and Chief Impact Officer to successfully write and submit proposals as well as report the Coalitions' progress to grant making organizations. The Coalition is interested in hiring a Development and Grants Manager with relevant experience in these core competencies and will determine salary range, responsibilities, and title dependent upon the candidate's experience and qualifications.

## Essential Functions & Responsibilities

- Works with the Development Operations Manager to develop, expand and update grant calendar with proposal and report requirements.
- Conducts grant kick off and status meetings with Finance, Evaluation and Learning, and Development team members.
- Tracks grant progress on development tracker or within Salesforce.
- Stewards' relationships with grant making organizations and provides periodic check-ins and updates.

- Attends all external grant meetings.
- Ensures that all submission deadlines are met on time and with accuracy.
- Continually researches new opportunities and develops new funding prospects.
- Creates compelling narrative for all proposals and reports to support the organization's mission, programs, and outcomes.
- Reviews all final narrative for typos before submitting.
- Compiles all proposal narrative, attachments, and copies for final submission through online portals or direct mail.
- Works with Development and Communications to obtain success stories to include with proposal narrative.
- Provides the Development Operations Manager with all final proposals, award letters and supporting correspondence from funders.
- Works with Finance and the Development Operations Manager to prepare for grant related audits.
- Navigates and uses various software packages to obtain, collect, and track data in a timely manner as required by funder and/or the Foster & Adoptive Care Coalition. This includes but is not limited to Salesforce.
- Assigns grant and proposal development related tasks to Development staff.
- Supports other functions of the development department during high volume giving seasons.

## Department Specific / Non-Essential Functions

- Other duties as assigned with or without accommodation.
- Supports the Coalition's mission – attends special events, training events, and other "all hands-on deck" activities.

## Qualifications & Requirements

### Education

- Bachelor's degree is required preferably in the fields of social work, business administration, or communications.

### Experience, Skills & Qualifications

- 3 years' work experience in a nonprofit development department or within a grant making institution.
- Project management experience is a plus.
- Proficient in Microsoft Office, including Outlook, Word, and Excel.
- Experience using Client Relationship Management Software. Salesforce experience a plus.
- Must have strong time management skills, be highly organized and able to prioritize.
- Excellent written and verbal communication skills need to lead grant kick off meetings, assign tasks and to write winning proposals.
- Strong interpersonal skills to interact positively with all coworkers, funders, and donors.

**Additional Skills/Competencies necessary to carry out services to the service population's culture and socio-economic characteristics.**

- Requires an understanding of diversity (racial, ethnic, religious, socio-economic, etc.) as well as sensitivity to the situations of the children and families the organization serves.
- Stresses a respect for the confidentiality of the children and families the organization serves.
- Requires a clean criminal history.
- Must fulfill the responsibility as a mandated reporter in the State of Missouri.
- Behaves with integrity, demonstrates high ethical standards, and displays a positive image of the Foster and Adoptive Care Coalition.
- Demonstrates accountability for results and keeps commitments to others.

## Organizational Relationships/Scope

- This position is a member of the Development Team and reports to the Chief Impact Officer. Collaborative consultation will be sought from all teams.

## Working Conditions

- This in-office position entails work in the office as well as in the community.
- The physical requirements of this job include sitting, standing, walking, climbing stairs, lifting to 25 lbs., pulling and/or pushing on occasion.
- Use of automobiles for local travel to multiple sites may be required.
- The Coalition office is considered home-base with primary office hours Monday-Friday 8:30 AM – 4:30 PM CST.
- This position requires flexibility. Evening and weekend hours may be required to meet the expectations of this position.

## Agency Shared Values

Employees of the Foster & Adoptive Care Coalition agree to hold themselves and their colleagues to the following values:

- **Equity:** We insist on fairness and respect. We are deliberate in ensuring everyone has safety, opportunity, access, and support to be heard.
- **Family:** We are family. We are connected and support one another in meeting the needs of our own families and the families we serve. We assume the best and are committed to each other.
- **Diversity:** We celebrate differences and harness the power that diversity brings. Every viewpoint is heard and honored. We are stronger because of our differences.
- **Innovation & Excellence:** We are intentional about knowing better and doing better, using innovation and solution-focus approaches with courageous passion and excellence.

- **Inclusion:** We respect, leverage, and engage everyone's unique strengths and talents so each individual can contribute to their full potential.
- **Integrity:** We are an agency built on integrity, maintaining a culture of trust, respect, transparency, and honesty. We walk in our truth and uphold ethical standards.
- **Courage:** We stand up for each other and what is right for our clients and stakeholders with truth, vulnerability, and accountability.
- **Teamwork & Collaboration:** We develop and maintain authentic relationships by being flexible and open-minded and maximizing the strengths of everyone in the team to accomplish the best outcome for our children and families. Everyone contributes in leadership.

## Disclaimer

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this position.

## Job Description Acknowledgment

I have received, reviewed, and fully understand the job description for this position. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

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| **Printed Employee Name:** | | **Date:** | |
| **Employee Signature:** | | | |