

MATTHEW 25

HEALTH AND CARE

Position Title: Development Coordinator / Grant Writer

Reports to: CEO

Department: Administration

Status: Exempt

Salard Range: \$45,000 - \$75,000 based on experience

Job description

The Lead Grant Writer will work closely with the CEO, Marketing & Development Manager, and Director of Operations to meet the development goals of the clinic. The Lead Grant Writer will be a key member of leadership team, with a concentration in successfully completing all grant applications on time, helping with special events, and donor stewardship initiatives. This position will also be responsible for effective and efficient use of resources and the donor management system to measure and achieve development goals. They will be asked to think both strategically about the larger efforts of the organization, along with performing highly detailed and creative work daily.

Essential Functions:

- Apply for all appropriate grants, established and new, within scheduled timeframes to ensure satisfactory completion before deadlines
- Actively participate in the annual creation of the Development Plan and follow through on its successful completion
- Manage the implementation of the fundraising strategy, including grant writing and reporting, individual solicitations, potential funder / donor research, special events and major gifts cultivation.
- Serve as liaison to Matthew 25 funders, donors and volunteers and as secondary spokesperson for Matthew 25 with these groups.
- Maintain contact with and develops grant proposals for foundations and corporations.
- Participate in the development of the annual budgets for Matthew 25
- Manages all fundraising activities including annual giving, endowment and capital campaigns, special projects, and other Matthew 25 related solicitations.
- Produce solicitation materials and train volunteer solicitors for fund-raising campaigns

- Offer vehicles to engage employees, board members, and volunteers to participate in development activities and emphasize a revitalized culture of philanthropy
- Produce and implement revenue forecasts for multiple development functions
- Analyze development progress to make adjustments and improvements to initiatives and processes
- Remain up to date on the latest fundraising techniques to attract new donors and adopt new practices to further the agency's fundraising goals
- Work closely with the Marketing & Development Manager to leverage the power of social media, internet presence, printed materials, and technology use to cross promote agency messaging
- Involve board members in annual fund strategies to expand impact and buy-in
- Solicit needed in-kind donations
- Assist with pre-event and day-of logistics for special events, including signature agency events and third party run events as needed
- As needed, work with event vendors and consultants
- Manage the corporate sponsorships program to make events significant money earners for the agency
- Work in conjunction with the Marketing Communication Manager to ensure the agency's presence at events conveys its mission, services, and needs
- Oversee accurate gift processing standards, including timely gift entry and acknowledgement and integrity of data
- Effectively utilize the donor tracking database through accurate entry, advanced reports, and integrated communication options
- Ensure all donors are acknowledged in a timely manner
- Attend staff meetings and complete any mandatory certifications, requirements, and evaluations on time
- Maintain current knowledge in present areas of responsibility, profession, and industry trends

Other Skills and Abilities:

- Excellent Communication Skills, verbal and written
- Detail Oriented with ability to hit deadlines without fail
- Stakeholder Management skills
- Excellent organizational skills with the ability to prioritize a workload and multi-task while maintaining strict attention to detail
- Knowledge of fundraising principles and practices
- Demonstrate the ability to use sound judgement and discretion regarding confidential information
- Strong project management skills, including critical ability to coordinate and balance multiple projects in a time-sensitive manner
- Develop strong relationship management skills with both internal and external stakeholders
- Excellent Computer skills
- Ability to work both individually and in a team environment
- Strong work ethic

Qualifications:

- 2+ years of experience in grant writing, fundraising, special events, donor communication.
- Bachelors Degree in Marketing, Journalism, Social Sciences, Languages, Communications, Social Justice, or other related fields. Combination of education and equivalent work experience may be considered.
- Demonstrated ability to manage details, meet fundraising goals, build momentum around events, and work in a collaborative, welcoming manner.
- Ability to create comprehensive and meaningful reports to provide executive level insight into development activities and progress toward goals.
- Valid Drivers License and/or reliable transportation for special event purposes
- CFRE credential Preferred