

JOB DESCRIPTION



Heart of Indiana
United Way

Position:	Director of Grants and Development
Immediate Supervisor:	Vice President of Resource Development & Marketing
Current Employee:	
Department:	Resource Development
Standard Occupation Class Code:	11-2033
Job Classification:	Exempt
Functional Split:	80% Fundraising 20% Program

Position Description:

The Director of Grants and Development will strengthen relationships and secure support for strong programmatic outcomes. This position will be responsible for developing, implementing, and directing grant-writing, corporate funding appeals, prospect research, grant reporting, donor-centered communications solicitation and stewardship as well as assisting with workplace campaigns, and donor relationships throughout the region.

Core Competencies:

- Results Driven
- Strategic Relationship Builder
- Effective & Engaging Communicator
- Embracing & Managing Change
- Entrepreneurial & Innovative
- Values Diversity & Inclusion

Key Responsibilities

Investor/Donor Relationship Development

- Oversees all grant-writing and foundations relations—including researching opportunities, drafting proposals, and submitting reports
- Cultivates long-term relationships, maintaining and increasing giving by preparing best in class donor-centered communications including writing pledge statements, receipts, thank you notes, and other correspondence
- Provides research and analysis on prospective companies, foundations, and individual donors
- Conducts data mining, providing data to inform fundraising strategy, and database entry
- Completes annual filings with charitable oversight entities and United Way Worldwide
- Assists with annual campaign, managing a portfolio of workplace accounts and donors
- Works to develop new relationships with donors, community partners, organizations and foundations to further revenue

Working Relationships

- Works under the direction of the Vice President of Resource Development and Marketing
- Partners with Impact and Resource Development staff to advance foundation and corporate relations, and draft effective proposals to advance regional strategies
- Collaborates with Resource Development Team on overall fundraising goals and plans, strategy development, and execution
- Closely supports assigned accounts' employee campaign coordinators, campaign volunteers and other development efforts
- Position responsible for managing relationships with a portfolio of donors and organizations including foundations, corporate management teams, employee campaign coordinators and campaign volunteers
- Works with the Impact and Operations Teams to tailor donor stewardship communications and ensure effective messaging
- Other duties as assigned

Job Requirements

- Bachelor's Degree and/or five+ years of relevant work experience
- Communicate effectively, both orally and in writing
- Organize, prioritize and meet deadlines
- Ability to manage multiple tasks
- Analysis of financial and statistical data
- Licensed to drive with a good driving record
- Ability to work effectively with collaborative teams, volunteers and community leaders
- Knowledge of all appropriate and necessary computer programs and familiarity with grant and program management systems
- Ability to set an example for work effort, quality and "can do" attitude
- Ability to work flexible hours and travel regionally as necessary to engage across the service area

My signature below indicates I have read and understand this job description and the workplace competencies.

Employee Name	Employee Signature	Date
Kim Williams		
Supervisor Name	Supervisor Signature	Date
Jenni Marsh		
President & CEO Name	President & CEO Signature	Date

Note: The description given is intended only to provide information about the general nature of the job and is not an all-inclusive list of job duties, skills or abilities, which may change.