**POSITION DESCRIPTION**

Neighborhood Housing Services of Great Falls

dba NeighborWorks Great Falls

**Job Title:** Grants and Fundraising Specialist **Position Status:** Regular Full-Time

**Accountable To:** Deputy Director  **FLSA Status:** Non- Exempt

**Revision Date:** 5/2024 **Grade: 8**

**Job Summary:** The primary function of the position is to enhance NeighborWorks Great Falls visibility and increase donor contributions and community engagement. The coordinator will advance resource development efforts, including coordinating the annual fund-raising campaign and activities, endowment campaign efforts, grant writing, and community outreach efforts.

**Minimum Qualifications**: BS/BA in marketing, journalism, OR equivalent experience. One years’ experience with a non-profit organization or equivalent experience in a position with related duties. Ability to work in a small team environment. Must communicate effectively, both orally and in writing. Must perform under pressure and cope with shifting priorities, and deliver work on time, accurately, and within deadlines. Must effectively organize and manage time and priorities, as well as manage multiple projects and deadlines. Bloomerang/donor database experience is a plus. Ability to work occasional evenings and weekends with some travel. Applicants must have a valid driver’s license.

**Essential Functions:**

1. **Work with the Deputy Director/Executive Director to Develop Overall Resource Development and Outreach:**

* Develop and execute resource development strategies in collaboration with leadership.
* Exercise independent judgment and discretion to cultivate donors and further the organization’s mission.

**2. Resource Development: Annual Campaign & Endowment:**

* Plan, create, layout, and coordinate printing and mailing of all donor solicitation letters.
* Write and release press information for all events and significant programs related to Resource Development.
* Maintain and update donor and fundraising volunteer lists and databases.
* Help maintain the donor management system and balance with accounting records.
* Assist in the creation of fundraising solicitation letters and promotional materials.
* Schedule meetings and prepare materials for fundraising meetings, donor presentations, and events.
* Prepare reports, invoices, and thank you letters for donors.
* Support the annual campaign to help meet the set fundraising goals.
* Develop creative strategies to engage with donors and increase community support for annual campaigns or other programs.
* Coordinate annual fund drive, including solicitation events, promotions, and materials.
* Enter donation information and maintain the donor management system (Bloomerang).

**3. Grant Responsibilities:**

* Prepare reports and summaries of program activities to document the effectiveness of fund drives and grant writing.
* Manage the grant-tracking database.
* Perform grant research to identify potential funding opportunities and update grant information.
* Take primary responsibility for writing grants, including organizing materials and tracking progress.
* Support project/process teams, stakeholders, and staff in collecting and interpreting grant information.
* Work with federal grant websites, including AFI, Grants.gov, and SAM.

**OTHER DUTIES**

As requested by colleagues and Executive Director.

Participate in planning, training and board meetings as requested.

Ensure compliance with fundraising regulations and ethical standards in all development activities.

Maintain confidentiality of donor information and adhere to data protection policies.

**This job description describes the principal functions of this job and its scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.**

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be able to perform tasks which involve the ability to exert light physical effort in sedentary to light work daily. Tasks may involve extended periods of time at a keyboard or workstation.

This document does not create an employment contract, implied or otherwise. The Company retains the discretion to add duties or change the duties of this position at any time.

By signing below, I acknowledge that I have read and understand the requirements and performance criteria for this position.

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Employee’s Signature Date

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Supervisor’s Signature Date