HOUSE OF HOPE JOB DESCRIPTION
Grant and Donor Relations Coordinator

STATUS: Exempt, Full-Time
LOCATION: House of Hope, Stuart, FL
REPORTS TO: Chief Executive Officer

JOB SUMMARY: Provide support to the Chief Executive Officer in the areas of grant researching, writing, and coordinating donor cultivation and relations, and donor database management.

DUTIES AND RESPONSIBILITIES:

Grant
- Write high-quality grant proposal narratives, applications, supporting documents and reports.
- Work with departments to compile financials and data.
- Manage proposal submission process to ensure timely submission of all required materials.
- Develop and maintain a grants calendar (Grant matrix).
- Coordinate and follow-ups on the progress of submitted proposals
- Work with the CEO to develop an annual grants strategy.
- Conduct prospect research to identify, cultivate and solicit new grants.

Donor Relations
- Assist the CEO with donor cultivation, including the creation of donor profiles, and tracking donors and prospective donors.
- Maintain donor management software, including data entry and reporting.
- Build, organize and operate a donor recognition process including thank you letters, etc.
- Master and maintain DonorPerfect (the organization’s donor management software), including oversight of daily entry of donors and coding of monetary donations, reporting, etc.
- Prepare analytical and tracking reports as requested by the CEO or designated staff.
- In conjunction with the Resource Development Team, take a role in building fund development programs, including planned giving, bequests and monthly donor program.
- Assist the Resource Development Team in obtaining sponsorships for House of Hope’s fund-raising events.
- Work in concert with the Resource Development Team to carry out other development-related tasks as assigned.

All other duties - responsibilities
- Act as an ambassador for House of Hope at meetings and community events as assigned.
- Provides backup reception duties, as needed.
- Participate in disaster- or emergency-related duties, as needed.
- Provide support to fellow department team members, as well as outside departments, as needed.
- Perform all duties in conformance with appropriate safety and security standards.
- Attend training, as requested.
- Perform other duties as assigned by supervisor.
QUALIFICATIONS:

1. EDUCATION/EXPERIENCE:

   Associate’s degree (AA) required. Minimum five years’ experience in health and human services, including two years of grant writing and resource development in a nonprofit organization.

2. KNOWLEDGE, SKILLS AND ABILITIES:

   A. Excellent written and verbal communication skills.
   B. Strong organizational, analytical and problem-solving skills.
   C. Ability to multi-task and prioritize with attention to detail.
   D. Ability to communicate effectively with clients, donors, volunteers, co-workers and board members, verbally and in writing
   E. Ability to exercise good judgment and discretion. Maintain confidentiality of clients, co-workers and agency.
   F. Knowledge about the operation of general office equipment, standard computer-based programs and applications, including Microsoft Office.
   G. Knowledge of database management and donor management software, preferably eTapestry or equivalent.
   H. Must have reliable transportation with acceptable insurance coverage and valid Florida driver’s license.
   I. Ability to work occasional evening and weekend hours, as required.
   J. Ability to maintain clean, well-groomed appearance and dress appropriately for the position.
   K. Compliance with House of Hope policies and procedures.

3. 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

   While performing the duties of this job, the employee is regularly required to read, sit, talk, hear, stand, walk, use hands to handle or feel objects, tools, or controls and reach with hands and arms.

   The employee may occasionally need to lift and/or move up to 10 pounds. Specific vision abilities required by this job include close and distance vision.

4. ENVIRONMENTAL REQUIREMENTS:

   The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

   The noise level in the work environment is usually moderate.
   Signature indicates that the employee has read the job description and understands the related duties and expectations.

   ___________________________________________  __________________________
   Employee Signature                      Date