

JOB DESCRIPTION

Title:	Grant & Development Specialist
Current Employee:	Open
Team:	Development & Stewardship
Location:	RMHC Salt Lake City, UT
Reports to:	Chief Stewardship & Major Gifts Officer
Classification:	Regular, full-time, non-exempt
Hours:	Monday – Friday, 9:00 am – 5:00 pm, with additional hours required for events
Compensation:	Pay Grade 120. Starting rate \$18.00 – \$22.00 per hour, depending upon experience

THE POSITION:

Job Description:

The Grant & Development Specialist is responsible for writing grants, submitting reports, and providing effective communication with donors. This person will assist in developing and implementing annual funding strategies, organizing outreach efforts, and supporting relationships with the organization's new and existing donors. The Grant & Development Specialist should have strong writing and research skills, be organized, attentive to detail, and have excellent interpersonal skills.

Primary Duties and Responsibilities:

Grant Writing

- Manage foundation and corporate granting — including identifying prospects, preparing proposals, tracking, and meeting submission and reporting deadlines.
- Use strong writing skills to demonstrate the logic behind and outcome of the project, show the impact funds will have, project description and quantitative/qualitative measurements for success.
- Understand the requirements of a grant and succinctly and convincingly reflect how RMHC will meet the requirements.
- Coordinate the gathering of information (budgets, materials, evaluation reports, etc.) to support grant requests and reporting.
- Track the fulfillment of grants with program staff and serve as a liaison to donors.
- Planning, writing, editing, and reporting on the progress of grant proposals.
- Researching and identifying new foundation and corporate sources of funding compatible with RMHC's programs.
- Develop, cultivate, and maintain relationships with existing corporate and foundation partners, and help to develop effective relationships with new supporters.
- Implement and manage grant tracking programs (SalesForce/Asana).

Adopt a Room Program

- Manage and grow the Adopt-a-Room program for the Ronald McDonald House (guest rooms/spaces) and Ronald McDonald Family Rooms (retreat rooms/spaces) to meet or exceed annual budget goals.
- Ensure accurate tracking of the Adopt-A-Room program and recognition fulfillment by creating signage and regularly checking to ensure up to date naming is in place.
- Work with marketing to spotlight and steward Adopt-A-Room donors monthly.
- Manage corporate giving— including researching and identifying new corporate sources of funding as well as maintenance and renewal of existing corporate partners.

Fund Development

- Assist in securing Gala sponsorships and support annual appeals.
- Assist with RMHC's overall development efforts to support the annual budget
- Attend all RMHC sponsored events as well as other activities both internal and external conducted for the benefit of RMHC.
- Recommend and coordinate processes and procedures for prospect and lead generation, prioritization, and communications for the target programs.
- Identify potential relationships with community stakeholders and donors.
- Work with the Chief Stewardship & Major Gifts Officer to initiate and secure new sources of funding as well as retention and stewardship of existing key donors.

Stewardship

- Assist in stewardship of key donors. Support outreach such as emails, cards and calls following events, appeals and end of year giving.
- Assist Chief Stewardship & Major Gifts Officer with recognition, communication and tracking for major gifts.
- Coordinate and order major donor plaques for existing donor recognition (Legacy of Love Wall, Park Critters, Permanent Signage for Walls/Rooms, Honorary Grandparents Fund, etc.) as well other stewardship, and recognition support as needed.
- Coordinate and order major donor gifts (Grand Givers, Planned Giving, Campaigns, etc.) and support Chief Stewardship & Major Gifts Officer with outreach/delivery of gifts.
- Support data integrity by ensuring accurate, up-to-date donor and contact information is in the database (SalesForce) and participate in list reviews.

Communications

- Use strong writing skills to produce specialized correspondences, preparing letters for monetary contributions, gifts and donations of in-kind services or materials and effective communication with donors.
- Assist the Chief Development & Marketing Officer in the development, coordination, and distribution of annual report.
- Assist the Chief Development & Marketing Officer with social media, marketing, and any other communication efforts.
 - Ensure that RMHC's communications represent the highest level of professionalism and accuracy and are aligned with global RMHC branding standards.
- Provide other content writing support as needed for various development efforts.

Other Duties and Responsibilities:

- Lead tours of RMC's programs and facilities.
- Adhere at all times to RMHC's stewardship policy and maintain strict confidentiality with privileged donor information.
- Participate in all-staff, team meetings, and trainings.
- Assist with Development projects, special events, campaigns, and other tasks.
- Cross train with other team members.
- Perform duties outside of normal responsibilities, as needed.
- All other duties as required.

Work Environment:

- Most work is conducted in an office and communal living environment, with regular interactions with guests, volunteers and/or donors.
- Attendance at events may be indoors or outdoors, possibly in inclement weather. In conjunction with certain events, employee may be required to lift packages and stand for long periods of time.
- Must possess a valid driver's license and have access to a personal motor vehicle.

THE PERSON:

Experience Required:

- 2+ years of increasing responsibility in nonprofit fundraising, grant writing and development activities.
- Strong writing and communication skills
- Demonstrated ability to effectively manage multiple projects

Skills Required:

- Ability to establish and maintain effective professional relationships with community members and donors.
- Ability to network effectively through community members and donors.
- Exceptional verbal, written and interpersonal communication skills.
- Computer proficiency, including email, Microsoft Office Suite, and database software.
- Ability to work well under pressure and maintain deadlines.
- Strong attention to detail.
- Ability to think strategically and analytically and to problem-solve.
- Ability to work under limited supervision, both independently and as a team member.
- Flexibility with regards to work assignments and changing priorities
- Ability to see change as an opportunity rather than an obstacle

Education Required:

- Bachelor's degree or equivalent experience required.

Other:

- Ability to successfully complete criminal background check and required immunizations.

Ronald McDonald House Charities is an equal opportunity employer and values a diverse workplace