



Job Description

Job Title: Director of Grants	Program: Administration	Date Created or Reviewed: 16 October 2017
Reports To: Executive Director	FLSA Status: Exempt	Schedule: Full-time

BASIC FUNCTION:

The Director of Grants has two primary responsibilities:

- a. Fundraising: Designing and implementing a comprehensive fundraising program to raise and secure financial support from a variety of grants and foundations and other sources to meet the ongoing operating needs of the agency's budget.
- b. Quality Improvement: Managing – in collaboration with internal team – CASTLE's Performance and Quality Improvement program to ensure effective, efficient service delivery and the achievement of program and strategic goals. Monitoring and implementing COA accreditation including goals outcomes to ensure the ongoing use best practices across the organization.

NATURE AND SCOPE:

The Director of Grants cultivates and fosters relationships with foundation officers and funders, community groups including Children's Services Councils and United Ways as a key component of the job. Writes all grants and is responsible for all phases of grant management. The Director – in collaboration with the internal work group - plans and carries out best practices as defined by both the Association of Fundraising Professionals and COA in all program and administrative areas, and is directly responsible for that accreditation process. The Director ensures use of all resources available to deliver the highest quality of services possible to clients. Adheres to standards established by COA and the National Exchange Club Foundation, NASW Code of Ethics, and CASTLE procedures.

PRINCIPAL ACCOUNTABILITIES:

1. Fundraising

- In collaboration with Executive Director, Finance Manager and development staff, prepare draft of budget revenues necessary to meet program and financial goals of the agency for review by the Executive Director and the Finance Committee of the Board.

- Research, develop, and implement diversified fundraising strategies and techniques to meet defined grant, foundation, and budgetary goals.
- Responsible for development and implementation of annual grant calendar. Write all grants, develop all budgets, and coordinate outcomes with program managers. Responsible for grant management, grant development, preparation, writing, research, monitoring goal attainment and submitting reports.
- Cultivate positive relationships with grant funders, foundations, and donors.
- Identify, research, and cultivate funding entities, organizations, and opportunities, including corporations, foundations, governmental entities, and/or individuals to support the program and activities of the agency.

2. Quality Improvement

- Oversee Performance and Quality Improvement, Service Delivery, and Risk Management efforts. Manage accreditation process and ongoing accreditation maintenance. Coordinate with Director of Programs to implement Correction Action plans, as needed.
- Coordinate with the Director of Programs (to be hired) to report statistical program data to the Board of Directors and assist in the development and monitoring of the strategic plan.

3. Other Responsibilities

- Serve on appropriate committees as assigned.
- Participate as needed in special projects.
- Represent CASTLE in the community.
- Other duties as assigned.

QUALIFICATIONS:

- Master's degree in liberal arts, communication, marketing, journalism or finance with at least seven years of successful fundraising experience OR equivalent combination of education and work experience with a minimum five years related experience. Comprehensive understanding of basic nonprofit accounting and financial management, including planning and budgeting. Proven track-record of increasing donations and major gifts. Superb oral and written skills with direct presentation and supervisory experience.

CORE COMPETENCIES:

- Comprehensive understanding of basic nonprofit management and financial management, including planning and budgeting.
- Proven track-record of grant writing and increasing donations.
- Strong problem solving, decision-making, and high quality results driven skills.
- Software proficiency in MS Office, Donor Perfect (or comparable donor database) and Excel and QuickBooks.
- Excellent written and verbal communication skills.
- Ability to work well with diverse population in a team environment.
- Ability to professionally handle confidential information and maintain client confidentiality at all time.
- Ability to establish and promote positive working relationships among staff members, and actively contribute to creating a highly cooperative work environment.
- Ability to manage priorities and to meet deadlines in a fast-paced environment.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

- Must be able to lift 25 lbs.

MINIUM REQUIREMENT:

- Reliable transportation required.
- Valid driver's license and proof of proper auto insurance.

APPLICATION INSTRUCTIONS:

- Please send your resume and cover letter to bpierce@castletc.org