



Position title: Grant Writer and Development Coordinator

Reports to: Director of Development

SUMMARY

The Grant Writer and Development Coordinator is responsible for generating restricted and unrestricted grant funding to meet program revenue goals for Habitat. In this position, you are directly responsible for developing and implementing a structured plan for the grant process and are accountable for comprehensive knowledge and understanding of government and non-government grant programs, finding such opportunities, completing applications, and executing on all reporting requirements.

The Grant Writer and Development Coordinator is also responsible for managing all aspects of donation recording and acknowledgment to ensure accurate documentation and excellent donor stewardship. This position works closely with the accountant on the design, implementation, management, and evaluation of the reporting functions, ensuring accurate coding and monthly reconciliation, and ensuring the integrity and effective use of Customer Relationship Management (CRM) and Donor Box software. Additional responsibilities include the development and stewardship of policies and procedures, while tending to a variety of day-to-day business activities to include revenue and expense reporting and coordinating with system finance regarding audit activities of the donor base. This person works in partnership with the Development Team to provide information and reports to effectively fundraise for the organization.

RESPONSIBILITIES:

GRANTS 70%

- Research and identify new grant opportunities through foundations, corporations, businesses, etc. that will be impactful to the organization.
- Responsible for local and federal government grant proposals, as well as timely reporting for all grant proposals.
- Identify, prioritize, and cultivate new potential funding sources and funding opportunities through existing and past funding partners.
- Establish relationships with private foundations, and corporations in coordination with the Habitat leadership team.
- Maintain records of grant revenue, and track, organize and maintain all records from funders.

DEVELOPMENT SERVICES 30%

- Implements, directs, and continually improves the fundraising database operations to ensure support and productivity is efficient, consistent, and keeping with evolving industry best practices.
- Creates systems to assure checks and acknowledgements are processed within designated hours of receipt.



- Works with the other team members to implement a successful donor acknowledgement/stewardship program.
- Accurately records donations of all types into donor database.
- Accurately records pledge commitments and accurately processes pledge payments to the appropriate pledge to ensure proper management of outstanding pledge balances.
- Provides monthly reconciliation reports to the Finance Office and assists Finance with reconciliation related issues as needed.
- Proactively looks for ways to optimize donor database functionality to track donor and/or donation data that is either not currently tracked or is tracked outside of database of record.
- Processes department work requests as assigned and performs other related duties as assigned.

QUALIFICATIONS

- College degree or 3-4 years of work experience in a non-profit setting desired.
- 2+ years of hands-on practical experience preferred.
- Able to effectively use Customer Relationship Management (CRM) and Donor Box software, preferred.
- Detail oriented with a critical degree of accuracy.
- Ability to prioritize workload under general direction and perform multiple tasks simultaneously while adhering to deadlines.
- Ability to exercise good judgment and discretion, while maintaining the security of confidential and sensitive donor information.
- The ability to collaborate with others in a team environment and to work independently.

SALARY AND BENEFITS

- Salary is \$40,000/year with the following benefits:
 - Health Insurance
 - Vision Insurance
 - Dental Insurance
 - Life Insurance
 - Simple IRA
 - Paid Time Off and Holiday Pay
 - Employee Assistance Program
 - Flexibility in M-F work schedule