

Job Description:

Grant Specialist

GENERAL RESPONSIBILITIES

The Grant Specialist will be responsible working with program leaders on all current grants, identifying new grant opportunities within Dove's Mission, managing the grant development and proposal process, and collaborating with Leadership Team. Candidates must possess excellent verbal and written communication skills, a professional and resourceful demeanor, the ability to work both independently and as a team player, the desire to take initiative and manage projects simultaneously. The Grant Specialist will be responsible for researching and writing coherent, organized and compelling proposals, coordinating the grant application process; assisting with needed reporting to funders, and assisting in maintaining a donor database.

EXAMPLES OF WORK

Work with Leadership Team and program directors/coordinators to identify needs of each program, displaying adherence to organization's mission.

Maintaining proficient knowledge of organization, its mission, history, future goals and programs.

Researching and identifying short term and long-term financial goals.

Together with program leadership, responsible for researching, collecting data, and writing of each grant, which includes writing high-quality grant proposal narratives, applications, supporting documents and grant submission.

Keep a well-organized portfolio of grant proposals, conduct ongoing research to identify, cultivate and solicit such grants.

Maintain a grant calendar - including deadline dates. Develop an annual grants strategy.

Work with program directors/coordinators to compile financials and data, furnishing prospective funders with supporting documents.

Coordinate and follow-ups on the progress of submitted proposals.

Communicate with foundations, if needed, to confirm if an organization is applicable to apply for funding.

Attend required Dove staff meeting and events.

Perform other duties as assigned.

QUALIFICATIONS

2+ years grant writing experience, demonstrated experience in obtaining grants for non-profits, charities, and other philanthropic organizations

Bachelor's degree in creative writing or related field.

Candidates should have at least one year of successful experience in human services, either as employment or as a volunteer.

Familiar with, federal, state, local & other funding requirements and funding portals.

Excellent knowledge of fundraising resources.

Proficient with measuring and reaching income goals.

Proficient with MS Office Word and Excel.

Excellent communication skills, both verbal and written; strong people skills and organizational skills.

Candidates must pass a criminal background test and drug screen. Applicants must be able to perform the following: Lift and carry 30-50 pounds, sit and/or stand for prolonged periods of time, bend, twist, stoop, or kneel, exhibit manual dexterity, vision correctable to 20/20 or sufficient to complete job responsibilities, including color recognition, hearing correctable in order to complete job responsibilities. A valid driver's license and insurance is required. Prior to employment, all employees are subjects to background and drug checks as required by program grants and the Dove, Inc. Personnel Policy. These checks may be updated periodically.

SALARY AND BENEFITS

The introductory salary range is between \$35,000 to \$40,000 annually. Raises are provided annually based on merit and availability of funding. Fringe benefits include paid holidays, up to 19 paid leave days per year - accrued monthly, group health insurance, life insurance and disability insurance, direct deposit, matching retirement fund and an Employee Assistance Program.

WORK CONDITIONS AND ENVIRONMENT

Main office is located at 302 S. Union, Decatur with travel expected to the 4 counties served. This position is full-time, requiring 40 hours per week. This employment is contingent upon continued funding for this position. The Grant Specialist is supervised by the Director of Volunteers and Community Relations. Days worked may include weekends, evenings, and/or holidays. This position is subject to the requirements of the Fair Labor Standards Act.

DOVE, INC. IS AN EQUAL OPPORTUNITY EMPLOYER

Revised March 2019