

Position Title: Grant & Development Specialist
FLSA Status: Non-Exempt, 30 hours per week.
Reports to: Chief Development Officer



POSITION PURPOSE

The Grant & Development Specialist is responsible for Big Brothers Big Sisters of East Central Wisconsin's grant fundraising. Specific areas of responsibility include research of funding sources, preparation and writing of proposals and tracking and reporting. The position will also support and assist in development activities including donor stewardship and communication, appeals and record keeping. As a member of the BBBS Team, this position is also responsible for supporting and directly contributing to the organization's growth and culture of collaborative leadership.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Write and submit annual applications to existing and new funders.
- Research and identify potential funders including foundations, corporations, and organizations.
- Work closely with the CEO & CDO to identify and submit appropriate number of grants to ensure budgeted return.
- Acknowledge grants in timely manner.
- Create and maintain clear and accurate hard copy and electric grant files.
- Maintain outcome data, and research data related to mentoring and the population served by BBBSECW.
- Support fundraising through research and identifying funding opportunities at the local and state level.
- Assist with reports to funders through grant and impact reports and stewardship.
- Collect and organize program metrics and data in relation to grant applications.
- Maintain and oversee the donor and grants database to ensure records are up-to-date and information is entered correctly.
- Maintain an annual grant calendar.
- Assist with drafting letters, correspondence, general information, proposals, reports as directed.
- Support efforts to build donor engagement and stewardship using social media, website, and online giving.
- Attend and support agency events as needed.
- Special projects as needed.
- Other duties as assigned.

QUALIFICATIONS

- Bachelor's degree in English, Marketing, Communications, Journalism, or related field.
- 2-4 years of successful grant writing and development experience.
- Excellent oral and written communication skills reflecting solid customer service in person and via telephone and email.
- Analytical skills: demonstrated ability to manage and utilize relevant data in support of new or renewed funding.

The above statements reflect the general duties, responsibilities and competencies considered necessary to successfully perform the essential duties and responsibilities of the job and should not be considered as a detailed description of all the requirements of the position. Big Brothers Big Sisters may change the specific job duties with or without prior notice based on the needs of the organization.

- Detail-oriented, organized self-starter, able to prioritize and perform multiple tasks with varying levels of urgency to meet deadlines with no loss of accuracy.
- Ability to maintain professionalism and confidentiality in sensitive, complex, and/or controversial situations.
- Proficient in Microsoft Office Suite.

CRITICAL SKILLS & KNOWLEDGE

- Knowledge of non-profit organizations with an awareness of the context in which non-profit organizations operate.
- Ability to perform research.
- Demonstrated ability to initiate, cultivate and inspire meaningful relationships with internal program staff and external key stakeholders.
- Proven interpersonal and communication skills, with the ability to relate to individuals and groups diplomatically and tactfully.
- Ability to work independently and as a self-starter with a high level of flexibility.
- Ability to effectively collaborate with other staff in a team-oriented environment.
- Ability to relate well in multi-cultural environments.

OTHER REQUIREMENTS

- Must have a valid driver's license and the ability to travel within the community throughout the workday with full time access to an automobile and automobile insurance in the amount required by the state of Wisconsin.
- This position is expected to participate in BBBS signature fundraisers, agency events, and community engagement activities. Some night and weekend hours will be required to effectively perform in this position.
- Office Location: Big Brothers Big Sisters of East Central Wisconsin, 1331 American Drive, Neenah, WI 54956.

To Apply: Send resume, cover letter and references to amatelski@bbbsecw.org. Applications will be reviewed beginning September 19th, 2023.

The above statements reflect the general duties, responsibilities and competencies considered necessary to successfully perform the essential duties and responsibilities of the job and should not be considered as a detailed description of all the requirements of the position. Big Brothers Big Sisters may change the specific job duties with or without prior notice based on the needs of the organization.