



**Job Title:** Director, Annual Fund, Grants & Events

**Reports To:** Chief Executive Officer

**Classification:** Exempt

**Supervisory Responsibilities:** Volunteer and Community Engagement Coordinator

**Date:** 06/06/22

**Our Mission: Grace Place puts faith into action, providing pathways out of poverty by educating children and families.**

### **Summary/Objective:**

Working with the Chief Executive Officer (CEO) as a part of the Development team, the Director, Annual Fund will be responsible for the strategic execution and management of a comprehensive fundraising and stewardship program. The director will drive fundraising efforts and foster a culture of philanthropy throughout the organization. The director will be responsible for donor acquisition, retention, cultivation, and stewardship. The director will be responsible for the annual gifts and sponsorships below \$10,000.

This person will also be responsible for event logistics, event sponsorship, direct mail and online giving, prospect research, donor celebrations, annual campaign, and grant management, including grant writing, researching new prospects and growth gifts to the annual fund.

The director is also responsible for driving all community engagement and volunteer efforts aimed at developing sustainable support for the mission to provide pathways out of poverty by educating children and families.

Reporting to the director will be the Volunteer and Community Engagement Coordinator.

### **Essential Fundraising Duties and Responsibilities:**

- Responsible for the continued acquisition, retention, and development of the annual fund pipeline.
- Responsible for the management and execution of comprehensive non-federal grants portfolio; both family foundation grants and institutional grants, maintaining accountability and compliance standards for donors and grants, working closely with program and finance to ensure compliance with all grant awards.
- Responsible for the development and execution of a comprehensive Annual Fund communication plan, including direct mail, and continued growth of Annual Fund donor base.
- Responsible for implementing multiple direct mail appeals annually, with a high degree of customization to strategically incorporate messaging to all donor types.
- Responsible for the successful execution of the organization's signature fund-raising special events while exceeding industry standards for expense to income ratio.
- Responsible for the successful co-management of department wide expense budget.
- Responsible for all development reporting to the CEO and Board of Directors.
- Works with Board Members to identify, cultivate and solicit prospective donors and corporate sponsors; coordinates and facilitates the Board's involvement in meeting fund raising goals.

- program and develop a comprehensive strategy for marketing the annual fund to current and potential donors

#### **Essential Volunteer Management Duties and Responsibilities:**

- Responsible for the successful management and acknowledgement of Grace Place volunteers to ensure adequate and effective support for program execution and to develop a pipeline of philanthropic giving and advocacy.

#### **Essential Grants Management Duties and Responsibilities:**

- In collaboration with the CEO, create a compelling case for support
- Manage a sizeable portfolio of grants, ensure timely submittal of grants/proposals, reports, and letters of intention. Monitor proposals through the review and selection process.
- In collaboration with CEO and Program staff write and manage submission of private funder grants that support the Annual Fund goals. Assist in the researching of facts, background information and other required data for grant/proposal development.
- Assist in the researching of facts, background information and other required data for grant/proposal and other development/communication activities.

#### **Essential Events Duties Responsibilities:**

- In collaboration with the CEO assist in the planning, implementation and execution of Grace Place's signature fundraising event, A Swing of Grace, and all additional fundraising/development events.
- Develop and maintain key long-term relationships with community groups; especially with community groups holding third party fundraising events.
- In collaboration with the CEO assist in the planning, implementation, and execution of Grace Place cultivation events.
- Secure event sponsorships.

#### **Essential Department and Campus Governance**

- Expected to provide effective organizational leadership as part of the Senior Leadership Team.
- Project a positive and professional image at all times within the community.
- Performs any other duties or responsibilities as requested.
- This is not a remote position as the ability to work and collaborate in person with colleagues is an essential part of the job.

#### **Qualifications:**

##### **Education:**

- Bachelor's degree

##### **Experience:**

- Minimum five years of progressive fundraising, annual giving program, development, capital campaign, grant writing experience.
- Functional expertise in the use of Microsoft Word, Excel and Raiser's Edge (or similar fundraising database).

##### **Knowledge, Skills, and Abilities:**

- Excellent verbal and written communication skills and organizational skills.
- Will have access to and use of confidential information pertaining to donors, supporters, volunteers, and constituents and must have a good sense of diplomacy.
- Highly organized, detail-oriented, and can work independently, competently, and efficiently in a multi-task environment.
- Maintain membership and participate in professional activities of appropriate local, state,

and national organizations.

- Professional, confidential, honest, and reliable person. Must have an even disposition with a poised confidence and can deal effectively and politely with people from different backgrounds, experience levels and in all types of situations.
- Must have the capability to evaluate problems accurately and display good judgment.
- Must have strong persuasive writing skills and knowledge of grant writing techniques. Ability to read, comprehend and interpret complex grant applications.
- Commitment to the mission and core values of the organization.

**Disclaimer:** This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.