

OUR Center Job Description

Position: Grant Writer/Development Assistant

Status: Full-time, Hourly

Reports to: Development Director

Overview

Outreach United Resource Center, Inc., (OUR Center) is a leader in the non-profit arena in the Longmont area. The OUR Center operates in a fast-paced, outcomes-oriented environment. The mission of the OUR Center is “We help people move toward self-sufficiency by unifying community resources.”

It is the responsibility of all OUR Center employees to support the organization’s mission and goals, to respect the confidentiality of all who come to us for information or assistance, and to personally maintain the dignity and integrity of one who is placed in a position of public trust.

This position is responsible for grant writing and reporting, maintaining donor records, assisting with special events, and administrative support for the OUR Center’s Development Department. This is a full-time, dual-role position with a focus on writing proposals for both unrestricted operating revenue and restricted projects, as well as on helping to produce fundraising events that support donor creation and retention while meeting budgeted expectations.

The person in this position reports to the Development Director and is required to attend all staff, fundraising, and event committee meetings. This job description should not be construed to imply that the requirements listed are the exclusive standards of the position. The Development Director reserves the right to assign or delegate other tasks as necessary.

Grant Writing - Summary of Responsibilities

- Researches, locates, analyzes, prioritizes, and contacts corporate and foundation funding sources in order to identify corporate and foundation prospects and apply for grant funds
- Works with Bookkeeper and Program Director to gather information necessary to report to corporate/foundation funders on current grant programs
- Prepares complex grant applications, writes narratives and compiles required paperwork to maximize opportunities for financial support for the OUR Center
- Complies with all grants reporting as required by government, foundation, and corporate donors

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- Coordinates appointments for Executive Director and Development Director with foundation officers and other prospects as necessary, arranges for onsite tours for supporters (foundation officers, foundation trustees)
- Maintain current records in database and in paper files, including grant tracking and reporting
- Assist with other fundraising projects and outreach activities as requested.

Event Coordination - Summary of Responsibilities

- Assists Development Director in planning, coordinating, and implementing special events.
- Works with Development Director on promotions and marketing with such tasks as:
 - o Logistics
 - o Obtaining event sponsors
 - o Creating and maintaining vendor relations
 - o Assembling sponsor packets
 - o Creating and maintaining detailed event databases
- Utilizes database tools to analyze fundraising event performance.
- Helps develop and implement a resource-building strategy for the OUR Center.
- Monitors, tracks, and participates in the day-to-day operation and maintenance of a database containing up-to-date donor records.

Competency

To perform the outlined duties and responsibilities successfully, the person in this position should have knowledge of the principles and practices of:

- Special event planning and implementation
- General operations of not-for-profit organizations
- Fundraising information sources
- Grant research, applications and administration

And demonstrate the abilities of:

- Marketing, including traditional media, social media, and website updates
- Collecting event RSVPs
- Soliciting auction items
- Organizing and managing event set-up and teardown, check-in, registration, and check-out
- Communicate clearly and effectively both orally and in writing
- Write clear, structured, articulate, and persuasive proposals
- Compile and report statistical information with accuracy
- Research funding sources and to be creative in overcoming funding barriers

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- Administer grants/contracts in compliance with legal guidelines and restrictions
- Identify and analyze needs and apply resources effectively to meet those needs
- Bring creative ideas to the table to help create unique events that are differentiated, easily marketed, well attended, and successful
- Monitor and meet income goals
- Help secure corporate sponsorships for events
- Write clearly and informatively and varies writing style to meet specific needs
- Respect and have sensitivity for cultural differences
- Manage competing demands and handle multiple duties simultaneously
- Work well independently and in a team environment
- Meet deadlines and demonstrate attention to detail.

Qualifications

The requirements listed below are representative of the knowledge, skill and/or ability required to perform this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's Degree from an accredited college or university in business, marketing, nonprofit management, or related field
- Minimum of three years' experience in event planning or nonprofit fundraising
- Minimum of five years of experience writing technical reports and/or researching and applying for grant funds
- History of success in planning non-profit galas/dinners of 250+ guests
- Must have a successful track record in gaining non-profit event corporate sponsorships
- Proactive in grant research and donor relations.
- Contributes creative ideas to Fundraising team.
- Familiarity with Microsoft Word, Excel and Donor Perfect
- Ability to lift 50 pounds
- Ability to work long hours/after hours on occasion/as necessary
- Ability to sit for extended periods of time
- Administrative experience, including data entry
- Or, any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.