

<b>FLSA Status:</b>	Exempt
<b>Prepared By:</b>	Sara Jacobson
<b>Job Title:</b>	Grants & Development Coordinator
<b>Reports To:</b>	Director of Development
<b>Location:</b>	Oklahoma City, OK
<b>Prepared Date:</b>	6/11/2025

### **Summary:**

The Grants and Development Coordinator is responsible for writing grant proposals for unrestricted operating revenue and restricted projects and submitting timely and accurate reports for all existing grant-funded projects. The Grants and Development Coordinator is the primary manager of the fundraising database, entering data, creating donor acknowledgment letters, creating reports and queries and maintaining accurate development donor files. The Grants and Development Coordinator assists with outreach and presentations in the community, including United Way activities, to increase the exposure of the organization and recruit volunteers. The Grants and Development Coordinator manages a small portfolio of donors and various special event responsibilities.

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

#### ***Database Responsibilities***

- Provides primary management of donor database (Blackbaud Raiser's Edge NXT), such as organization of data, training, maintaining records, running reports, mailing lists, etc.
- Responsible for donor stewardship, including timely thank you letters and other recognition
- Oversees pledge reminders, monetary donations and other processes
- Ensures process of entering donor information on mailing list and in database records respects the privacy and confidentiality of donors
- Responsible for bi-monthly reporting and any other information requested to the Directors of Development, Finance and Operations and President/CEO
- Performs donor research and prospecting as directed
- Assists in planning and execution of donor cultivation events throughout the year
- Assists in budget preparation

#### ***Grant Writing Responsibilities:***

- Prepares and submits grant applications as outlined in the fund development plan
- Responsible for United Way applications, data prep and analysis
- Maintains and manages grant spreadsheet to ensure timely applications and reports are submitted
- Identifies and develops corporate, community, foundation and individual prospects for the organization's fundraising priorities
- Works with finance to gather information necessary to articulate grant budget needs and report out to corporate/foundation funders on current grant programs
- Understands institutional history and programs and clearly expresses vision and impact in grants and reports
- Makes appointments for President, Director and self to meet with foundation officers and other prospects when applicable; arranges and leads onsite tours for supporters (foundation officers, foundation trustees)
- Maintains current grant records in the database and paper files, including grant tracking and reporting
- Tracks outcomes and statistics relevant to development and provides the department with written materials necessary for donor stewardship
- Works with Assistant Director to provide development input for all written institutional materials (including Annual Report, donor letters, newsletters, etc.)
- Prepares materials for Development Director, President and Board members for donor solicitation meetings

#### ***Additional Development Responsibilities:***

- Participates in speaking opportunities and public appearances on behalf of Positive Tomorrows, including United Way appearances, volunteer fairs, speaking to groups and other general activities
- At the direction of President/CEO and Director of Development, serves as staff liaison to board; communicates in advance of meetings, prepares timely documents, sets up meeting spaces; attends board meetings and committee meetings, taking accurate minutes, tracking voting and attendance; builds rapport with board members and maintains confidentiality
- Staff liaison and meeting coordinator for Cork & Canvas planning committee; manages donations specific to event
- Manages a small portfolio of foundation, corporate and individual donors; builds strong relationships to connect donor values to organization's mission; utilizes donor cycle to move donors along various giving pipelines from identification to solicitation
- Other responsibilities as requested

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

- Knowledge of Blackbaud's Raiser's Edge NXT
- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals
- Strong editing skills
- Attention to detail
- Ability to meet deadlines
- Knowledge of fundraising information sources
- Experience with proposal writing and institutional donors
- Knowledge of basic fundraising techniques and strategies
- Knowledge and familiarity with research techniques for fundraising prospect research
- Strong contributor in team environments
- Knowledge of fundraising management
- Knowledge of federal and state legislation affecting charities management
- Knowledge of technology within a fundraising environment (i.e., database, social media, reporting, smartphone, etc.)
- Understanding of the Benevon model of fundraising is preferred

### ***Proficiency in the use of technology:***

- Fundraising software, specifically Blackbaud Raiser's Edge NXT database
- Microsoft Office, particularly Word, Excel, Outlook
- Use of web pages, online surveys, email solicitations
- Use of social media, such as Facebook, Twitter

### **Personal Characteristics:**

- Person of exemplary character who is deeply committed to Positive Tomorrows' mission
- Takes responsibility for the agency's financial well-being and for meeting goals and deadlines
- Possesses excellent written and oral communication skills
- Flexible, well organized and able to reorder priorities in response to new opportunities, needs, or unexpected obstacles; takes initiative and demonstrates ownership for individual and team projects
- Collaborative, open and inclusive
- Able to excel in a dynamic work setting with multiple projects and pressured deadlines
- Able to establish and maintain effective internal and external working relationships
- Anticipate, understand, and respond to the needs of donors to meet or exceed their expectations
- Works cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness
- Sets priorities, develops a work schedule, monitors progress toward goals, and tracks details, data, information and activities; thinks critically and analyzes situations

- Able to analyze the effectiveness of efforts, gather and process relevant information, make recommendations and/or resolve the problem

### **Competency:**

**To perform the job successfully, an individual should demonstrate the following competencies:**

- Analytical - collects and researches data
- Interpersonal - maintains confidentiality; remains open to others' ideas and tries new things
- Oral Communication - speaks clearly and persuasively in positive or negative situations; demonstrates group presentation skills
- Team Work - able to build morale and group commitments to goals and objectives
- Written Communication - writes clearly and informatively
- Attention to detail – thorough and accurate when accomplishing a task with concern for all the areas involved; provides accurate, consistent numbers on all paperwork
- Ethics - treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethics; upholds organizational values
- Organizational Support - follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities
- Strategic Thinking - develops strategies to achieve organizational goals; understands organization's strengths and weaknesses; adapts strategy to changing conditions
- Adaptability - manages competing demands; able to deal with frequent change, delays, or unexpected events.
- Dependability - follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed.
- Motivation - sets and achieves challenging goals; demonstrates persistence and overcomes obstacles.
- Planning/Organizing - prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; develops realistic action plans.
- Professionalism - tactfully approaches others; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; accepts and applies constructive feedback; follows through on commitments.
- Quality - demonstrates accuracy and thorough work products; looks for ways to improve and promote quality in individual and team projects; accepts and applies feedback to improve performance; takes ownership of mistakes; monitors own work to ensure quality.
- Quantity - completes work in a timely manner.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below represent the required knowledge, skill, and/or ability. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- **Education/Experience:**  
University degree and 3 or more years of experience in nonprofit fundraising or community relations are required. Degree or specialized training in marketing or business preferred. Database experience preferred.
- **Language Ability:**  
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from managers, clients, customers, and the general public.

- **Math Ability:**  
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- **Reasoning Ability:**  
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Computer Skills:**  
To perform this job successfully, an individual should have knowledge of word processing software; spreadsheet software; Internet software; project management software and database software.
- **Certificates and Licenses:**  
University degree

**Supervisory Responsibilities:** Occasional volunteers.

#### Work Environment:

The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently exposed to outdoor weather conditions. The noise level in the work environment is usually moderate. Work environment is in person, on-site at organization or at event location; not remote.

#### Physical Demands:

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be willing to work flexible hours, including evenings and weekends.
- Must have vision and auditory abilities to operate office equipment listed above.
- Must possess a valid Oklahoma Driver's license, have reliable transportation and the ability to drive.
- Must be able to carry 50 pounds and assemble a display boards or tables at presentations.
- Must be comfortable with frequent standing, walking, bending, kneeling, pushing/pulling, and stooping.
- Must be able to get up and down off the floor.
- Must be able to reach at or below shoulder level.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_