

YOUNG SCHOLARS ACADEMY
Job Description

Job Title: Grants Development Coordinator	Job Type: Professional
Dept: Charter School – Administration	Status: Exempt
Schedule: 12 Months	Pay Range: Open
Pay Grade: NIC – 6	Education: Undergraduate Degree
Supervisor: Reports to the Executive Director	

Qualifications:

- Undergraduate degree
- Minimum of 1 year nonprofit fundraising experience.
- Minimum of 2 years with grant writing experience, preferred however not required
- Experience working in deadline-driven environments.
- Ability to work well in a team environment.
- Ability to handle multiple concurrent assignments and meet deadlines.
- Experience in developing an annual fundraising plan.
- Experience in developing project and organization-wide budgets.

Duties:

Grantseeking

- Responsible for conducting the full range of activities required to prepare, submit and manage grant proposals to foundation and corporate sources.
- Perform prospect research on foundations and corporations to evaluate prospects.
- Work with finance team to gather information necessary to report to funders on current and/or completed grant programs.
- Comply with all grant reporting as required by foundation/corporate funders.
- Provide regular written updates/reports to current and past foundation/corporate funders.
- Assist the Executive Director in scheduling and preparing visits to foundations, and accompany when feasible.
- Coordinate arrangements for on-site visits and tours for foundation/corporate funders.
- Prepare grant award summaries for internal tracking and coding purposes.
- Maintain current records in database and in paper files, including grant tracking and reporting.
- Assist with special activities that increase YOUNG SCHOLARS's visibility among foundation/corporate funder audiences.

Donor Fundraising

- Responsible for coordinating the full range of activities required to expand and strengthen Young Scholars.
- Identify donor prospects through suggestions from staff, Board members, clients, existing donors.
- Prepare introductory mailings to prospective donors, and coordinate follow-up activities.
- Coordinate house parties and other outreach events to strengthen donor relations, and introduce prospective donors to YSAFE
- Coordinate direct mail solicitations.
- Develop/coordinate ongoing communications program for current and prospective donors, including electronic communications.
- Prepare acknowledgment letters.
- Maintain both electronic and hard-copy donor files.
- Respond to queries, electronic and otherwise, from prospective donors.

Overall Fundraising Program

- Assist the Executive Director with developing/implementing the annual fundraising plan.
- Prepare regular fundraising progress reports.
- Assist, as needed, with the development of promotional materials.
- Participate in professional development activities to enhance knowledge and skills, including subscribe to and read fundraising periodicals, journals and e-newsletters attend, professional development conferences, and other related activities.

Other Responsibilities

- Attend staff meetings and participate in organization-wide planning activities.
- Attend meetings of the Board of Directors.
- Assist, as needed, with the overall maintenance of the organization and its offices.
- Strong written communication skills; ability to write clear, structured, articulate and persuasive funding proposals.
- Strong editing skills, attention to detail, commitment to accuracy.
- Ability to meet deadlines, knowledge of fundraising information resources, particularly for foundation and corporate grant seeking.
- Experience with writing letters of inquiry; experience with writing concept proposals.
- Knowledge of basic fundraising techniques and strategies; strong contributor in team environments.
- Core computer skills in word processing, data base management, spreadsheets and electronic communications (such as e-Mail, creating distribution lists, e-newsletters, etc.)