



Job Title	Grants and Development Manager	Department	Development
Status	Exempt, Fulltime	Reports to	Director of Development

General Description

The Grants and Development Manager is primarily responsible for managing the securement of funding from grant-making entities and managing various functions of the development department. Reporting to the Director of Development, the Grants and Development Manager will source, write, and secure all grant requests.

Responsibilities**Grants**

Manages the grant request process to secure funding from grant-making entities to ensure achievement of fundraising targets.

- Manages the annual strategy from grantmaking-entities, including creating and tracking the budget for them.
- Researches and identifies new grant opportunities.
- Drafts letters of inquiry/requests/proposals persuasively communicating the Cliburn's mission and programs to potential and current grant-making entities.
- Assembles and submits requests, including letters, proposals, budgets, and presentations.
- Meets deadlines and maintains deadline calendar to ensure timely submission of all requests/proposals/reports.
- Ensures prompt acknowledgment of donations/grants, writes thank you letters and reports.
- Cultivates, engages, and maintains relationships with appropriate funding contacts.
- Collects appropriate data for applications, e.g. demographics, performance attendance, etc.
- Maintains deep and current knowledge of programs.
- Communicates with other departments to secure necessary information for requests and reports.
- Attends seminars/workshops and reads fundraising articles to remain up-to-date on trends in the field.

Development Department

Supports the Director of Development by managing elements of the department, including but not limited to:

- Manages finance form submissions and assists with budget tracking.
- Assists with negotiating and renewing development department contracts.
- Assists with reviewing lists, reports, and entries generated by the Database and Research Manager.
- Assists Director of Development in making appointments, and follow-up and thank you calls.
- Tracks activity in database of donor engagement, cultivation, and stewardship for self, Director of Development, and other team members.
- Collaborates with and assists other development staff as needed, e.g. the President and CEO, board, and campaign committee members.
- Assists with other department responsibilities, such as writing support for donor acknowledgements and development related articles for Cliburn publications/webpages.

Other

- Participates in mailings (printing, stuffing, stamping, and sealing appeals)
- Provides proofreading support for materials sent from the Cliburn
- Attends Cliburn events and meetings as assigned by the Director of Development
- Adheres to the highest ethical standards; demonstrates empathetic disposition and perseverance; reflects optimistic and positive attitude, and conveys sensitivity to needs of donors
- Performs other duties and special projects as determined by the Director of Development

Education, Experience, and Attribute Requirements

- Bachelor's Degree required
- 3–5 years of experience with institutional grant writing and development activities
- Proficient in Raiser's Edge or other relational database and Microsoft Office Suite
- Self-motivated with outstanding interpersonal skills in communicating through various channels
- Able to prioritize & multi-task; be highly detail-oriented
- Excellent writing, analytical, & research skills with a solid understanding of budgets

*** Accountable ▪ Consistent ▪ Self-Regulated ▪ Punctual ▪ Collaborative ▪ Committed to the Cliburn's Mission ***