



Job Description

Job Title:	Grants Officer
Department:	Resource Development
Reports To:	Grants Manager

Position Summary:

The Grants Officer reports to the Grants Manager and is an integral member of the Resource Development Team. This fundraising position will be responsible for writing and reporting on foundation and corporate grants; s/he will manage a portfolio of foundation and corporate prospects and will serve on the database conversion team, focusing on foundation and corporate data. S/he will work closely with:

- Grants Team to develop and execute My Possibilities' grant strategy including writing and reporting on foundation and corporate grants
- Campaign and Community Engagement Managers to meet revenue goals
- Advancement Services Manager to implement our CRM.

Essential Functions/Percentage of Time Spent on Each:

Foundation and Corporate Grants -- 75%

- With the Grants Team, develop and execute yearly grant strategy and calendar for annual, capital, and restricted gifts.
- Manage a portfolio of foundation and corporate prospects and donors, including writing and reviewing grant applications and reports.
- Support other members of the Resource Development Team in the development and submission of proposals.
- Write and submit grants proposals for agency programs, submit reports.
- Participate in preparing new grant budgets, analyze expenditures for completed grants.
- Research prospective funders, create and maintain profiles on current, potential, and past funders.
- Develop relationships with funders – obtain feedback, suggestions for proposed submissions, find ways to encourage their sense of partnering with My Possibilities as well as being a financial supporter.
- Promote staff collaborations to articulate program descriptions, goals, outcomes, and methodology for tracking and evaluating results.
- Write client profiles and success stories for grants, reports, and agency collateral.
- Research topics related to agency programs: evidence-based models for providing services to the IDD population, best practices, data on barriers and obstacles to full inclusion, and so on.
- Serve as a member of the database conversion team, focusing on foundation and corporate data.

Fundraising – Solicitation, Cultivation, Stewardship - 15%

- Manage relationships with portfolio of foundation, corporate, and individual donors to ensure engagement with My Possibilities.
- Create and execute strategies for engaging new and existing donors.
- Prepare solicitation materials including introductory letters, proposals, informational packets, final reports, and other mailings/correspondence.



Additional Resource Development Team Duties – 10%

- Support Resource Development Team in maintaining accurate individual, family, and foundation database records.
- Attend and support overall Resource Development Team activities, including performances, fundraising events and donor cultivation and stewardship events annually.
- Other duties as assigned.

Competencies (Knowledge, skills, and abilities):

- Excellent writing skills.
- Effective interpersonal and presentation skills.
- Outstanding organizational skills and high level of accuracy.
- Ability to work collaboratively with all levels of staff, volunteers, Board members, donors, and prospective donors.

Minimum qualifications:

Education: Bachelor's degree

Experience: 3-5 years of experience in fundraising or equivalent.

Specific Skills:

- Able to communicate effectively both verbally and in writing.
- Highly organized, self-motivated, detail-oriented, creative, strategic, professional.
- Able to manage multiple projects under tight deadlines.
- Previous grant writing experience a plus.
- Direct fundraising experience a plus.
- Proficiency in writing proposal materials.

Specialized Knowledge, Licenses, etc.:

- Current driver's license, acceptable driving record and valid car insurance required.
- Must be able to clear a background check with no related offenses jeopardizing the integrity of our program.
- Working knowledge of Microsoft Office (including Microsoft Teams) and CRM experience a plus.

Success factors:

- Personal qualities of integrity, credibility, with a commitment to and a passion for My Possibilities' mission.

Working conditions:

My Possibilities Resource Development Team works traditional work hours, but depending on the needs of the campaign, department or agency, work may occur during weekday evenings or weekends either in the office or outside the office. Position must feel comfortable working in a team and communicate effectively with peers, superiors and HIPsters, our *Hugely Important People*.

Applying:

To apply, please send a cover letter, resume, and a writing sample (Preferably a grant proposal) to Kelsey Howell at khowell@mptx.org.