

# **Development Specialist**

## **Family Access Network (FAN) Foundation**

*August 2018*

### **Summary**

Working under the supervision of the FAN Director, the Development Specialist is responsible for grant writing, research and coordination, as well as donor database work, and board support for the FAN Foundation. This position projects a professional image through phone and in-person contact with FAN Foundation board members, donors, volunteers, FAN advocates, clients and community partners

### **Primary Responsibilities**

#### *Grant Writing*

- Research, coordinate and write grants to over 30 grantors each year
- Form relationships with and obtain funding from foundations by developing and overseeing the annual budgets, completing timely and high-quality reports, and identifying and cultivating prospective foundations.
- Increase funds to FAN through researching and targeting charitable trusts sympathetic to the Family Access Network
- Provide monthly written feedback and projections to Board members and FAN Director

#### *Donor Database*

- Manage donor database (Bloomerang) for FAN Foundation including data entry
- Complete from start to finish all donor acknowledgements, pledge requests, and tracking of thank you calls to donors
- Track all donor acknowledgement requirements on website, social media and in print.

#### *Board Support*

- Maintain confidentiality in all aspects of donor, client, staff, and agency information
- Conduct research, compile data, and prepare documents from donor database for consideration and presentation to the Director and FAN Foundation Board of Directors
- Attend Board of Director meetings and staff other committee meetings as requested
- Prepare agendas and Board packets for monthly FAN Foundation Board meetings
- Transcribe and distribute monthly board meeting minutes
- Support Director and Foundation Board members in assigned project-based work, including administrative support

*Other duties as assigned by Director/Board*

**Knowledge, Skills, Abilities**

- Excellent writing skills and attention to detail required.
- High level of organizational and analytical skills required.
- Proficiency in Microsoft programs, Bloomerang or other donor database experience preferred
- Ability to work independently
- Knowledge of principles/practices of organization, planning, records management & general administration.
- Ability to communicate effectively
- Ability to follow oral and written instructions

**Minimum Qualifications**

Bachelor's Degree preferred or comparable experience in grant writing, or other development activities.

- Grant writing experience preferred
- Commitment to the mission of the Family Access Network
- Effective written and oral communication, organizational, and interpersonal skills
- Ability to motivate and interact effectively with Board, program staff and grant funders to ensure the mission of FAN is achieved
- Demonstrated understanding of the non-profit and philanthropic environment including issues involved in raising and leveraging funds from both foundations and individual donors
- Ability to work well as a team member or alone

Salary DOE.

Health stipend, paid vacation and sick leave provided.