

Development Specialist

Family Access Network (FAN) Foundation

July 2020

Summary

Working under the supervision of the FAN Executive 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 FAN mission
- Provide monthly written feedback and projections to Board members
- Responsible for all marketing/social media requirements for grant reporting, including Instagram, Facebook, web, monthly e-newsletter, in partnership with Donor Relations Coordinator

Donor Database

- Manage and oversee all functions of donor database (Bloomerang) for FAN Foundation including regular data entry and reports
- Complete from start to finish all donor acknowledgements, pledge requests, and tracking of thank you calls to donors
- Prepare lists from donor database for large campaigns, including annual giving letter (Nov), annual report (June), and year-end acknowledgements (Dec) for monthly donors.

Board Support

- 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
- Maintain confidentiality in all aspects of donor, client, staff, and agency information
- Support Director and Foundation Board members in assigned project-based work, including administrative support

Other duties as assigned by Director/Board

Knowledge, Skills, Abilities

- Advanced computer skills required including Microsoft office, Google Suite and overall comfort in navigating technical issues and learning new systems.
- Proficiency in Bloomerang (donor database) or other database experience preferred.
- Excellent writing skills and attention to detail required.
- High level of organizational and analytical skills required.
- Knowledge of principles/practices of non-profit organizations, planning, records management & general administration.
- Ability to communicate effectively and work independently.

Minimum Qualifications

Bachelor's Degree preferred or comparable experience in grant writing or non-profit work

- Grant writing experience preferred, excellent writing skills required
- 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 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

Position is 32 hours/week, with salary DOE.

Health stipend, paid vacation, holiday, and sick leave provided.