



Job Title: Grant / Fundraiser Coordinator

Organizational Overview

True Blessings' main goal is to operate and maintain Outreach, Support Services, Mentoring, and Resource Services for low income families, at-risk youth, and immigrants in Pierce County. Our mission is “Bridging the Gap in Family Needs” by supporting families, immigrants and/or youth in decreasing generational poverty. We teach self-sufficiency skills that help families achieve healthy, sustainable independence.

Project Summary

The agency's vision is to establish community outreach programs and partner with private and non-private sectors in Pierce County. We target the high at-risk homeless youth and/or low income families who face generational poverty in surrounding communities. We provide homeless prevention services and skills to move youth, immigrants and/or families toward self-sufficiency. Services include, but are not limited to: resources for short term rental assistance, housing relocation services, moving cost assistance, credit counseling, counseling services, emergency food, progressive one on one case management, low cost creative arts programs, support & advocacy services. We estimate that many at risk youth, immigrants and/or low income families will need progressive case management support services to help them become aware of self-independent goals.

Essential Duties and Responsibilities

Essential Functions:

- Work with Prospect Research Analyst to produce sufficient number and quality of prospects; to produce extensive institutional donor profiles; target appropriate ask amounts; and prioritize and evaluate prospects for corporate, foundation, and government grants.
- Develop and prioritize projects and proposals: meet and work with staff to elicit projects and programs that need support; manage monthly meetings to vet projects and programs and set priorities for funding.
- Develop and foster relationships with institutional funders: find personal connections with staff, board, trustees, volunteers, donors that will ensure the attention of institutional funders.
- Arrange for tours on site; make appointments for President, VP Development, Dir of and potential funders.
- Provide stewardship for existing donors.
- Generate proposals for: unique projects and programs; unique institutional and individual funders.
- Manage existing grants by: tracking grants; developing internal reporting systems; writing reports; maintaining excellent historical records; working with staff to ensure each project or program is meeting proposal conditions and expectations.
- Assist with other fund raising projects as requested.

Competencies

Knowledge and Skills:

- Knowledge of fund-raising information sources
- Experience with proposal writing and institutional donors

- Knowledge of basic fund-raising techniques and strategies
- Experience with budget development and monitoring.
- Experience in program development.
- Oral and Written Communication – ability to read and interpret written information; ability to communicate well with staff and members/clients.
- Teamwork – Balances team and individual responsibilities
- Organizational Support - Supports mission and values

Required Qualifications & Experience

- Commitment to the mission of **True Blessings**
- *High attention to detail* - Consistent and methodical approach and ability to maintain accurate and transparent operational and programmatic structure
- *Excellent oral and written communication* - Ability to read, write, and analyze reports, business correspondence, numerical data, and procedure manuals; Ability to effectively present information and respond to questions from managers, clients, customers, and the public.
- *Reasoning* - Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- *Teamwork and Managing People* - Desire and ability to work as part of a team; be self-directed as well as a collaborative team player; Balances team and individual responsibilities.
- Minimum of 6 months experience with grant writing.
- Proven track record on raising money from foundation and government sources.
- Previous experience with non-profit fund-raising.

Work Environment

Office and Field Work

Hours and Compensation

Part-time 20hrs a week

Volunteer/ Internship Position

Application and Timeline

Please include in your application (1) your resume, (2) two professional references (we will not contact them without your prior approval). Please email your application to:

Marzella Harris, Director

trueblessingnpo@gmail.com

Interested candidates should submit application soon as possible. All submissions will be acknowledged and will be held in strict confidence.