

Southwestern Wisconsin Community Action Program, Inc.
Job Description

Job Title: Planning Coordinator – Grant Writer

Exempt (Y/N): Y

Salary Level: 6

Location: Dodgeville

Department:

Supervisor: Operations Director

Prepared By: Michelle Ripp

Date: 08/16

Approved By: Wally Orzechowski

Date: 08/16

SUMMARY: The Planning Coordinator – Grant Writer seeks out, writes and packages proposals and applications to governmental funding sources (local, state and federal) and to private foundations to ensure the provision of continued services to individuals and families affected by poverty. This position also develops fundraising drives and strategies to encourage new or increased contributions while maintaining donor database and annual fundraising drives.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

Establish fundraising or participation goals for special events or specified time periods and monitors progress on them.

Compile or develop materials to submit to granting or other funding organizations.

Develop and maintain media contact lists.

Develop strategies to encourage new or increased contributions.

Recruit sponsors, participants, or volunteers for fundraising events.

Secure commitments of participation or donation from individuals or corporate donors.

Identify and build relationships with potential donors.

Attend community events, meetings, or conferences to promote organizational goals or solicit donations or sponsorships.

Contact corporate representatives, government officials, or community leaders to increase awareness of organizational causes, activities, or needs.

Design or produce materials such as posters, Web sites, or newsletters to promote, market, or advertise fundraising events.

Develop fundraising activity plans that maximize participation or contributions and minimize costs.

Develop or implement fundraising activities, such as annual giving campaigns or direct mail programs.

Plan and direct special events for fundraising, such as silent auctions, dances, golf events, or walks.

Solicit cash or in-kind donations or sponsorships from individual, business, or government donors.

Write speeches, press releases, or other promotional materials to increase awareness of the causes, missions, or goals of organizations seeking funds.

Secure speakers for charitable events, community meetings, or conferences to increase awareness of charitable, nonprofit, or political causes.

Write reports or prepare presentations to communicate fundraising program data.
Develop proposals for funds under the direction of the Program Directors and as approved by the Board of Directors.

Significant responsibility for decisions and final results which typically affect more than one department.

Prepare applications that are eligible for “refunding” as requested by supervisor.

Prepare reports needed for funding sources or Board of Directors as requested by supervisor.

Assist with the implementation of the goals identified in the community needs assessment and Strategic Plan.

Assist with planning and development of new program concepts and strategies.

Maintain working knowledge of trends, programs and issues impacting individuals and families affected by poverty as well as communities. Develop and maintain statistical and demographic information on poverty and those individuals and families affected by poverty.

Be an active member of team meetings by participating in the development and execution on the strategic planning process.

Manage grant status reporting. In particular, the CSBG reporting requirements along with the ROMA Outcome Report. Submit the annual NASCSP/IS report, as required by the Community Services Block Grant.

Perform other duties as requested by Supervisor or Executive Director.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

Experience in a community action agency or similar agency setting that has a commitment to advocacy and/or services for individuals and families affected by poverty.

Experience in researching grant opportunities and in writing successfully funded grants for a non-profit organization.

Excellent written and verbal skills.

Demonstrated experience with Microsoft applications including Outlook, Word, Excel, Access, Publisher and PowerPoint.

Demonstrated dependability, punctuality, self-motivation, initiative and an ability to work with minimum supervision and as a team; be detailed-oriented, manage multiple priorities and prioritize tasks.

Demonstrated organizational skills, including ability to meet deadlines and juggle multiple projects in an organized fashion.

EDUCATION and/or EXPERIENCE:

Minimum of a Bachelor's degree with five to seven years of grant writing and fundraising experience. A combination of education and experience will be considered.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid WI Driver's License.

OTHER REQUIREMENTS:

Criminal and background check required, vehicle for travel & proof of insurance.