



Position Title: Grants and Donor Relations Specialist
Status: Full Time, Exempt
Salary Grade: **Grade 24**
Reports to: Chief of Philanthropy

GENERAL STATEMENT OF ESSENTIAL DUTIES:

1. Overall purpose of this position:

Under the direction of the Chief of Philanthropy, manage grant and corporate partner fund development opportunities. Cultivate and steward organizational funding relationships and establish contacts with foundation, corporate and community-group supporters. Plan and implement philanthropy program communications for donor engagement. Assist with event planning and implementation, website management, gift processing special projects and other duties as assigned.

2. Essential functions, which must be performed to carry out the purpose of the position as described in item No. 1, above, include but are not limited to:

- A. Develop and maintain relationships with grant makers, donors and corporate partners.
- B. Responsible for an annual program of grant, corporate and community partner fund development. Support coordinated external grant and corporate partner relations for all departments, administering compliance and documentation. Prepare and defend fund-development proposals and ensure compliance with grant and corporate partner conditions. Prepare reports as required by funding entities.
- C. Represent and grow the Summit Metro Parks philanthropy program, communicating effectively via all channels. Produce exemplary-quality and persuasive communications content, including grant applications and reports, corporate support proposals and creative digital and print content for fund development.
- D. Manage foundation (summitmetroparks.org) website and content updates.
- E. Prepare annual comprehensive grant, corporate and community partnership recognition listing for publication.
- F. Serve as writer and editor for the department. Compose written reports, letters, digital content, agreements and other documents for internal and external communications.
- G. Provide gift processing, general administrative and event support.
- H. Compile monthly and annual grant and other income reports.
- I. Master and utilize applicable software applications, including office software, donor management CRM and grants management. Must embrace and utilize

evolving technologies.

- J. Maintain donor confidence and protect confidentiality in accordance with standards of the fundraising profession.
- K. Provide general administrative support and perform other duties as assigned.
- L. Implement document retention policy for donor records.
- M. Comply with all park district policies and procedures, including safety and risk management programs.
- N. Develop and maintain procedural manuals for areas of responsibility.

Qualifications:

Bachelor's degree (preferred) and 5 years of experience. A combination of education and experience in a related discipline with a focus on philanthropy, communications, grant writing and/or social media. Desired experience in parks and recreation, non-profits, writing, sales, strong social media skills.

Exemplary writing, editing and communication skills and ability to write quickly, persuasively and accurately. Ability to communicate effectively via written materials supported by images or other types of content.

Goal setting, decision-making, problem solving, time management and analytical skills. Demonstrated organizational skills and knowledge of administrative processes.

Strong written and verbal communication skills.

Demonstrated emotional intelligence to include self-awareness and accurate self-assessment, demonstrated sensitivity and empathy, demonstrated openness, reliability, trustworthiness and consistency.

Must be flexible, creative, able to perform under pressure and open to receiving guidance and direction.

Ability to recognize and solve problems in the work environment.

Valid driver's license with clear driving record.

Strong interpersonal skills: ability to relate to and communication with all types of people with tact/diplomacy.

Ability to operate a variety of office equipment.

Ability to prioritize and maintain multiple projects, work under pressure, and meet deadlines.

Knowledge of office systems and protocols.

Ability to operate office software programs including Excel, Word, CRM, and databases.

Essential Physical Demands and Working Environment:

- Administrative office work environment. Ability to communicate and utilize electronic communication devices. While performing the duties of this job, the employee is regularly required to sit, stand, walk (often on uneven terrain), and communicate. The employee is frequently required to use hands to finger, handle, or feel and is required to reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. The employee must be able to lift and/or move up to 25 pounds.
- Evening and weekend hours required.
- While performing duties of this job, the employee may occasionally be exposed to extreme outside weather conditions including temperature and precipitation.

CONDITIONS OF CONTINUED EMPLOYMENT:

- Must successfully complete a one-year probationary period.