



The Family Violence Prevention Center, Inc., dba InterAct

Job Title:	Development Officer and Grant Writer	Job Category:	Full-Time – 40 hours per week
Department/Group:	Development	Reports To:	Chief Development Officer
Nights/Weekends Required:	Yes	On-Call Required:	No
Lifting Required:	Yes- Up to 20 lbs.	Driving Required:	Yes

Job Description

JOB PURPOSE: Reporting to the Chief Development Officer, the Development Officer and Grant Writer is a member of the Resource Development Team that is responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to governmental entities, foundations, corporations, community/social/faith-based organizations, individuals and any other potential funder to whom a written proposal may be submitted. Accountable for meeting/exceeding unrestricted and restricted revenue goals for contributed income. Essential functions include but are not limited to:

Grant Writing

- Acquire and maintain sound knowledge of InterAct’s institutional history and programs and use that knowledge and understanding to better comprehend all projects and programs for which grants will be sought.
- Identify, perform prospect research, and evaluate potential for funding from all sources.
- Develop and manage the grants calendar and ensure submission and reporting deadlines are met.
- Through collaboration with the program and finance functions and other means, gather information to grasp the concept of and compellingly articulate in a proposal the project or program for which funding is sought.
- Compile, write, and edit all grant proposals exhibiting strong expository writing skills and a high-level command of grammar and spelling.
- Review the budget of a project or program for which funding is sought and make recommendations to present it clearly and effectively to funders.
- Develop individual grant proposals in accordance with each funder’s preferences and follow exactly each grant-maker’s guidelines.
- Keep in contact with grant-making organizations during their review of a submitted grant application and provide additional supportive material as needed.
- Make appointments for Executive Director, Chief Development Officer, board members, and other key InterAct constituents with foundation officers and other prospects; arrange for onsite tours for supporters.

General Fundraising

- Along with other Resource Development Department team members, maintain accurate and current database records and paper files, ensure timely data entry of gifts, and develop and produce reports as requested.
- Assist with donor recognition (including data entry of gifts, generation of donor acknowledgement letters, and articulation of gift impact and benefits to funders).
- Provide stewardship to current donors by working with the program and communications functions as well as board or staff “relationship managers” to keep donors informed and involved.
- Provide development input for written institutional materials (including annual report, newsletter, etc.) as directed.
- Speak on behalf of InterAct as appropriate.
- Assist in managing Resource Development Department volunteers as appropriate.
- Assist with other Resource Development Department or organization-wide projects as requested.
- Maintain confidentiality of all information.

KNOWLEDGE, SKILLS AND ABILITIES NECESSARY FOR THE POSITION:

- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals.
- Strong editing skills.
- Attention to detail and accuracy of all information.
- Strong organizational skills, including track record of meeting deadlines, prioritizing tasks, and managing multiple priorities.
- Knowledge of basic fundraising techniques and strategies.
- Experience with proposal writing and institutional donors.
- Familiarity with research techniques for fundraising prospect research.
- Proficiency in Microsoft Office products (Word, Excel, PowerPoint, Outlook), fundraising databases (Raiser's Edge proficiency a plus), Internet research, and e-communications.
- Ability to work within a complex, fast paced and rapidly changing work environment.
- Ability to exercise excellent judgment, effectively problem-solve, successfully resolve conflicts, and make sound decisions, often under the pressure of deadlines.
- Strong contributor in team environments.
- Ability to build strong yet professional relationships with donors, Board members and other stakeholders.
- Ability to work effectively with and appreciate people of all backgrounds.

REQUIREMENTS/QUALIFICATIONS FOR THE POSITION

- Commitment to InterAct's mission.
- A minimum of a Bachelor's degree, preferably in writing-intensive or communications field.
- Demonstrated track record of meeting or exceeding revenue goals.
- Demonstrated writing skills; previous writing experience (especially in development) preferred.
- Previous experience in non-profit fundraising preferred.
- Experience working in deadline-driven, goal-oriented environments.
- Willingness and availability to work a flexible schedule, including nights and weekends when necessary.
- Reliable transportation and willingness to travel locally and throughout state as necessary.
- Satisfactory background check, including but not limited to criminal background and driving record screening.