

Job Title:	Grant Proposal Specialist	Reports To:	Fund Development Team Leader- Restricted Gifts
Department/Group:	Fund Development	Job Code/ Req#:	40200
Location:	MI- Kalamazoo	Travel Required:	Yes
Level/Salary Range:	To be determined	Position Type:	Full-time, Exempt
HR Contact:	Ashleigh Crisp Hobart	Date Posted:	April 8, 2015
Will Train Applicant(s):	Yes	Posting Expires:	Until position is filled

To apply please include a cover letter, resume, and employment application. Applications accepted by:

Fax: (269)492-1439 Email: hr@gshom.org Subject Line: Grant Proposal Specialist Attention: HR Department Website: http://www.gshom.org/about/whoweare/employment.html	MAIL: HR Department Girl Scouts Heart of Michigan 601 W Maple Kalamazoo, MI 49008
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Job Description

POSITION OVERVIEW

Responsible for writing proposals for both unrestricted operating revenue and restricted projects and for submitting timely and accurate reports for all existing grant funded projects.

ROLE AND RESPONSIBILITIES

- Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to foundation, United Way and corporate sources.
- Perform prospect research on foundations and corporations to evaluate prospects for corporate and foundation grants.
- Work with finance and other appropriate departments to gather information necessary to report to corporate/foundation/United Way funders on current grant programs.
- Comply with all grant reporting as required by foundation/corporate donors.
- Provide stewardship to current donors, including work with Fund Development Team Leader- Restricted Gifts to provide regular written updates to corporate, foundation and United Way donors.
- Develop and increase an understanding of Girl Scouts Heart of Michigan history and programs.
- Maintain current records in database and in paper files, including grant tracking and reporting.
- Track statistics relevant to development and provide department with written materials necessary for donor stewardship (visitor numbers, program attendance, etc).
- Work with Fund Development Team Leader- Restricted Gifts to provide development input for all written institutional materials including Annual Report.
- Other duties as assigned.

EDUCATION AND EXPERIENCE

- Bachelor's degree in business or related field preferred or experience commensurate with degree
- Minimum of two years of experience with grant writing preferred
- Previous experience with non-profit fundraising

KNOWLEDGE/SKILLS/ABILITIES

- Prior non-profit experience preferred
- Experience with developing and managing grant proposal budgets preferred
- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals
- Strong editing skills
- Attention to detail
- Ability to meet deadlines
- Able to monitor and meet income goals
- Knowledge of fundraising information sources
- Experience with proposal writing and institutional donors
- Knowledge of basic fundraising techniques and strategies
- Knowledge and familiarity with research techniques for fundraising prospect research
- Strong contributor in team environments
- Willing to become a member of Girl Scouts of USA
- Able to lift and/or manipulate up to 25 pounds

BENEFITS

- Medical
- Dental
- Vision
- Life
- Disability
- Flexible Spending Accounts
- 403(b)
- Vacation
- Sick
- Personal Leave
- Holiday Pay

Girl Scouts Heart of Michigan is an Equal Opportunity Employer.