

## United Way of Tarrant County Job Description

**Job Title:** Director of Grant Management  
**Department:** Major Gifts  
**Reports to:** Vice President, Major Gifts  
**FLSA Status:** Exempt  
**Prepared Date:** December, 2010

### **SUMMARY**

Responsible for conducting the full range of activities required to secure grant funding from corporations, foundations, and federal government (as appropriate) in support of United Way's impact projects, resources and campaigns. Funds are booked across several structures including: F29 structure (Major Gifts-F Structure) corporate structures and "Resources under management". In addition, develop and implement year-round strategies to maximize growth of gifts that arise from direct mail, including:

- Residential leadership gifts (F-09 Structure)
- Gifts currently located in Q-17 structure which include individuals of less than \$1,000 and company gifts with little/no workplace campaign

**CORE COMPETENCIES:** Results Orientation; Integrity; Flexibility; Continuous Learning & Self Mastery; Inclusiveness; Customer Service

**FUNCTIONAL COMPETENCIES:** Communications, Visioning & Strategic Thinking, Influence & Impact, Relationship Management, Coalition/Partnership Building

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Responsible for conducting full range of activities required to prepare, submit, manage and account for grant proposals to foundation, corporate, and federal sources, including compliance with all required grant reporting. Requires understanding program funding opportunities in regards to Education, Income and Health and aligning those opportunities with foundations, corporate and federal sources. Strong expository writing skills and high-level command of grammar and spelling necessary.
- Perform prospect research on foundation/corporate/government entities to identify likely funding sources for specific programs under Education, Income, and Health impact areas (local/regional/national).
- Provide stewardship to current grant-makers through development of regular written updates on program measurement and evaluation.
- Maintain current records relative to grant tracking, reporting, and statistics, updating monthly for Special Asks committee report to insure report is readily accessible
- Develop and maintain residential leadership giving through research and analysis of various sources as well as in collaboration with RD Directors.

- Develop and implement strategies to enhance relationships with current residential leadership givers and cultivating direct mail gifts of less than \$1,000 to move to leadership level (\$1,000 or greater)
- Develop and implement recognition/special events and volunteer opportunities for increased donor involvement and satisfaction, whether related to grant sources or gifts that arise from direct mail sources. (ie, Day of Caring offering for small companies to take advantage of once a year that don't have a campaign but allow them to connect to United Way work)
- Assist with other fund-raising projects as requested.
- Promote United Way as community impact agent.
- Demonstrate administrative proficiency.
- Demonstrate willingness to work as team member.
- Great customer service orientation to both internal and external key relationships.

### **SUPERVISORY RESPONSIBILITIES**

None

### **KEY RELATIONSHIPS:**

#### **INTERNAL:**

Resource Development Team

Community Development Team

#### **EXTERNAL:**

Foundation/charitable trust executives

Senior management of corporations & other business entities

Non-profit resources such as AFP, Funding Information Center, Partnership for Planned Philanthropy

Key individuals in community donating at Leadership level

United Way Worldwide relationships that could expand grant resources

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- \* Experience with or ability to learn to use personal computer as productivity tool.
- \* Ability to communicate well both orally and written with individuals at all levels.
- \* Demonstrated evidence of job initiative and flexibility in carrying out assignments in a customer sensitive environment. Comfortable in group speaking situations, and ability to work well with numbers and statistics.
- \* High degree of accuracy in all documents and work.
- \* Strong teamwork and time management skills, well organized.
- \* Personal values consistent with United Way mission, professional demeanor, integrity, goal oriented.
- \* Maintains a strong work ethic.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree from four-year college or university preferred. At least five years experience in Major Gifts or Development/fundraising.

**TRANSPORTATION:**

Must have own auto and valid Texas driver's license w/appropriate auto insurance.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, donors, volunteers, and the general public.

**MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

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.

**CERTIFICATES, LICENSES, REGISTRATIONS : None**

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus for computer use.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts of normal office machines. The noise level in the work environment is usually moderate.