

Senior Life Resources

NORTHWEST

Position: Community Development Specialist

Reports to: Executive Director

Classification: Non-exempt; Full-time

GENERAL POSITION SUMMARY: Creates, maintains and builds relationships with corporate and individual donors. Proactively identifies and develops new sources of financial support to meet annual fundraising goals through execution of special event fundraisers, grant writing, and other means.

ESSENTIAL FUNCTIONS:

- Works within a solicitation plan building new and nurturing current relationships through personal visits, meetings, events, and follow up stewardship practices.
- Tracks and reports progress to the Executive Director.
- Evaluates success and progress of desired goals and refines business tactics as needed.
- Develops a deep understanding of Senior Life Resources' mission and goals to effectively communicate to the giving community.
- Utilizes and maintains administrative systems, including program databases, contact management, and reporting systems.
- Other duties as assigned.

SPECIFIC JOB SKILLS:

- Ability to carry out the guiding principles of Senior Life Resources Northwest.
- Three or more years of experience in successful grant writing and development.
- Knowledge of grant research and application processes.
- Familiarity with and knowledge of government and non-government funding programs.
- Excellent writing, communication, prioritization, and organizational skills.
- Ability to perform and function under pressure to meet deadlines.
- Ability and desire to show initiative, work independently, and use innovative techniques and ingenuity in preparing grant proposals.
- Commitment to team-oriented attitude and culture of collaboration and accountability.
- Ability to be self-motivated and self-directed.
- Ability to listen and communicate effectively with all clients, coworkers, vendors, contracting agencies, management, etc.
- Ability to demonstrate effective communication with the Executive Director and coworkers concerning completion of tasks, upcoming deadlines, and other issues as they arise.
- Ability to prepare reports and analysis to facilitate management decision making.

WORKING CONDITIONS:

- Work is performed in an office environment with nearly-daily commute to potential donor locations.
- The position requires physical effort as a part of the essential functions. This includes seeing, hearing, writing, walking, standing, bending, prolonged periods of sitting, exposure to repetitive motion, occasional lifting up to 25 pounds and carrying of lightweight materials.

WORK HABITS:

- Regular attendance and punctuality, with adaptability to changing work hours to meet work demands.
- Initiative, accountability for performance, teamwork, flexibility, courtesy, dependability, and professionalism.

EDUCATION AND/OR EXPERIENCE:

- Requires BS/BA with a minimum of 3 years of experience in development, marketing, communications, public relations and/or sales in a professional capacity or a related field/equivalency.
- Track record of success in developing, building and managing personal and corporate partnerships with evidence of past success implementing processes to build/cultivate donor relationships and growing stewardship processes.
- Must possess outstanding presence, self-confidence & enthusiasm, and be comfortable engaging with all levels of management.
- Work experience must demonstrate the ability to plan strategically and to successfully guide/execute special events. Excellent verbal and writing skills are required.

CONTINGENCY OF EMPLOYMENT:

- Acceptable criminal history background check.
- Acceptable driving record.
- Must have a personal vehicle for business use.
- Must provide proof of insurance on personal vehicle.

Employee Acknowledgement

I have received, reviewed and fully understand the job description of the Meals on Wheels Community Development Specialist. I acknowledge that it does not identify all tasks that may be expected, nor address the standards of performance that must be maintained for continuing employment. I further understand and agree that I am able and responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee's Signature _____

Date _____