



COMMUNITY FIRST FUND TEAM MEMBER PROFILE

Date: 07/2020

Name: Vacant

Position/Title: Grant & Fund Procurement Specialist

Department: Development Reports To: Vice President, Development

Salary Band: Professional & Technical

CHARACTERISTICS

- Interpersonal
- Approachable
- Detail-oriented
- Reliable
- Self-motivated
- Self-directed
- Flexible
- Leader
- Committed to social justice
- Committed to diversity
- Performs well in a fast paced work environment
- Judgement
- Creative

SKILLS

- Excellent verbal and written communications skills. Demonstrated ability to express thoughts and ideas clearly and concisely, verbally and in writing, including writing and editing original material and the materials of others.
- Excellent funding research and analytical skills.
- Ability to work with senior-level managers and other colleagues in a professional manner, and to coordinate and prioritize projects across various departments to meet objectives within in specified deadlines.
- Project management
- Strong analytical and problem solving skills; excellent judgment and the ability to make sound decisions within the scope of the position.
- Ability to multi-task and handle multiple deadlines with appropriate prioritization.
- High level of proficiency with Microsoft Products and the ability to work within database applications.
- Spanish speaking preferred

EXPERIENCE

- Bachelor's degree in a relevant field such as Business, Fund Development, Human Services, or equivalent experience.
- A minimum of five years direct experience in procuring grant opportunities; capabilities in grant research and writing, including the varied approaches required for governmental, foundation, corporate and individual fundraising.



- Knowledge of public and private sources of funding/lending in PA, surrounding states, and nationally, especially those related to affordable housing and economic development.
 - Demonstrated success in procuring a variety of small and large grants.
 - Experience with the cultivation and management of individual donors preferred.
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ROLE:

The Grant & Fund Procurement Specialist is charged with supporting all aspects of the organization's fundraising, grant writing and investor development activities in order to meet goals set forth in Community First Fund's Strategic Plan and Annual Capitalization Plan.

RESPONSIBILITIES:

1. Ensure that the goals for operating funds and loan fund resources, including loan investments and loan equity are met.
2. Ensure sufficient and diverse funding.
3. Oversee all aspects of individual donors.
4. Supports the monthly Development Committee meeting
5. Individual, Team and Company Participation

EXPECTATIONS:

1. **Ensure that the goals for operating funds and loan fund resources, including loan investments and loan equity are met.**
 - a. Researches, strategizes and prioritizes fundraising opportunities.
 - b. Manages the annual contributions from banking institutions.
 - c. Expand and maintains relationships with local community stakeholders
 - d. Supports the grants management and program implementation processes including internal communication and program rollout especially for those opportunities that require interdepartmental support.
 - e. Maintains an accurate and up to date organizational database system for effective stewardship of donor and investor relationships.
 - f. Generate reports as directed.
2. **Ensure Sufficient and Diverse Funding**
 - a. Conduct the research, program planning, writing, submission and implementation of new grants as assigned.
 - b. Manage the planning, writing, and submission of existing grants as assigned.
 - c. Utilize resources such as public and private sources, corporations, foundations, individuals, and governmental agencies.
 - d. Expands and maintains relationships with major foundations, corporations, and government agencies.
 - e. Expand and maintains relationships with local community stakeholders.



3. Oversee All Aspects of Individual Donors

- a. Individual donor cultivation including research, outreach and relationship management.
- b. Oversees the social impact investment program including the identification and relationship management of individual investors.
- c. Plan and manage the Extraordinary Give and Give Local York.
- d. Plan and manage the end of year appeal.

4. Lead Monthly Development Meetings

- a. Establish and communicate meeting schedule.
- b. Creates and distributes all meeting materials as required by committee protocol procedures.

5. Individual, Team & Company Participation

- a. Quarterly Coaching Sessions and Annual Review Meeting
- b. Department Meetings
- c. Opportunities Meeting, Quarterly Business Meeting, Sales Rally
- d. Participate in training, assessments and surveys as directed
- e. Special Events Attendance & Support

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 frequently required to stand, sit, talk and hear.
- The employee is occasionally required to move about the office; use hands and fingers to feel, handle, or operate office equipment.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

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.

- The work is performed primarily in an office or client business setting. The noise level in the work environment is moderate.
- Travel in a wide geographic area is required approximately 30% of the time. Employee must hold a driver's license and able to drive, and able to travel outside of the office for meetings, conferences, client visits and other job-related commitments.



The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The team member profile does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.