



## POSITION OPENING

**TITLE: FUND DEVELOPMENT MANAGER - GRANTS**

**REPORTS TO: DIRECTOR OF FUND DEVELOPMENT**

**POSITION: EXEMPT**

### **About Thrive by Five Washington**

Thrive by Five Washington, the state's non-profit public-private partnership, mobilizes the long-term statewide commitment to early learning, so that families and caregivers have the information and support they need to help their children succeed in school and thrive in life. Thrive is focused on three areas of work that will make a difference for children and families and significantly advance the state's early learning efforts: parent engagement, home visiting and partnerships and mobilization.

### **Position Purpose**

Under the supervision of the Director of Fund Development, the Fund Development Manager – Grants will be responsible for managing and conducting grant writing, reporting and research for current and prospective private and public funders to realize the revenue goals of the organization.

### **Major Functions**

- Write letters of inquiry, applications, and proposals; prepare final documents for submission.
- Manage and execute all grant reporting and monitor status of grant applications.
- Work closely with Manager of Grants Administration to acquire information needed to complete grant reports and to write proposals and letters of inquiry.
- Research and qualify foundations, corporations, organizations and government agencies in Washington state and beyond for grant opportunities.
- Maintain and regularly update annual grants calendar to ensure timely submission of proposals and reports.
- Maintain current and accurate files on all grant activities in Raiser's Edge and hard files, enter award information, prepare acknowledgement letters, and generate reports upon request.
- Work closely with program and finance staff to collect necessary information for proposals and reports.
- Develop communications protocol to share grant award information and reporting requirements with appropriate staff; provide monthly report on grants submitted, funded and pending.
- Other duties as assigned.

### **Education & Experience**

- BA/BS in a relevant field; 4+ years of experience working with grants management program in a non-profit environment.
- Proven success in composing and editing proposals, preferably with large funders (i.e., \$100,000 and above) to secure new funding and to sustain existing funding. Experience working with national grantmakers and federal government funding sources preferred.
- Demonstrate high level of skill in researching and qualifying prospective funders

- Strong computer skills including experience with Microsoft Office and familiarity with Raiser’s Edge or similar donor databases.
- Detail-oriented with exceptional organizational skills; able to meet multiple and competing deadlines.
- Excellent oral and written communications skills.
- Ability to interface with funders on the phone and in person.
- Ability to problem-solve and take limited direction on tasks; strong analytical skills.
- Ability to work with staff members to fulfill fund development information needs.

**Language proficiency required/preferred:** English language proficiency is required.

**Compensation**

Thrive by Five Washington offers a highly competitive salary and benefits plan, including paid time off, medical, dental, vision and retirement programs.

**To apply**

We will be actively recruiting for this role until it is filled, but preference will be given to application materials received no later than Dec. 16, 2011. Interested applicants should e-mail résumé and cover letter to our search consultant, Christine Martin at [christine@hrstrategiesintl.com](mailto:christine@hrstrategiesintl.com).