

POSITION: Grants and Stewardship Coordinator

SALARY: Tier II

FLSA STATUS: Non-exempt

REPORTS TO: Development Director

HOURS: Full-time Days with occasional evenings and weekends required.

BENEFITS: Wellness Leave, 7 Paid Holidays, Health, Dental & Vision, Sick leave, 401(K)
Savings Plan

SUMMARY:

Grants and Stewardship Coordinator is responsible for developing relationships and engaging with investors, community partners and business leaders to financially support Vanessa Behan.

POSITION ACCOUNTABILITIES:

All staff are responsible for imparting our core values of passion, excellence, humility and relational in all job duties to further our mission and vision. Specific responsibilities for this position are:

1. Research, write, and lead submission of, funding proposals to foundations and corporations resulting in meeting budgeted goals of solicited grant revenue.
2. Develop positive relationships with new and existing foundation contacts leading to grant proposals funded by new partners or existing partners at higher levels.
3. Prepare progress and final reports on grant-funded projects as required leading to creating and/or maintaining long-term funding relationships with grantors.
4. Submits monthly reports on grants, direct appeals, and communications metrics as determined necessary by Development Director, Executive Director, and Board of Trustees.
5. Makes recommendations to Development Director, and other leadership, based on trends and data noticed in reporting.
6. Function as a key member of the Development Team charged with identifying, qualifying and prioritizing best prospect opportunities of individuals, corporations and foundations.
7. Communicate with existing and potential partners to thank them for their support and/or secure visits to learn more about our mission and how they can help.
8. Maintain accurate and timely updates on Major Prospect List and portfolios for relationship managers.
9. Schedule, set-up, help document and follow-up on meetings and visits for relationship managers.
10. Maintain and report to Development Director on weekly and monthly metrics.
11. Ensure proper documentation of visits and follow-up actions through CRM system.
12. Manage Vanessa Promise Society, its members and coordinate appreciation events.
13. Serve as liaison to Vanessa Behan (VB) Auxiliary/Santa Express and others as requested by the Development Director.
14. Serves as liaison to third party fundraising efforts.
15. Bill, track payments and coordinate sponsorship benefits for corporate partners in conjunction with relationship managers.
16. Assist Marketing and Events Coordinator with event tasks including auction/raffle item procurement, special events table captain procurement, setup/tear-down and other event-related duties as assigned.
17. Distribute, track and document Board of Trustees thank you committee calls.
18. Attend and actively participate in prospecting, Development Team, Administration Team and any other required meetings.

Revised: July 2024 Karen Mattern

Next Revision: July 2026

Vanessa Behan
Confidential

19. Understanding, commitment, and application of Vanessa Behan's core values (excellence, humility, passion, and relationships) resulting in positive feedback about work from leadership, peers, volunteers, and outside constituents.
20. Develops strong working relationships with staff, volunteers, board members, vendors, and supporters to further the organization's mission and fundraising goals.
21. Promptly communicates with leadership regarding challenges.
22. Familiar with and adherence to all established policies and procedures.
23. Other duties as assigned by supervisor.

PHYSICAL REQUIREMENTS:

These requirements are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable an individual with disabilities to perform the essential functions.

- Regularly standing, walking, sitting, listening, talking, and using hands and fingers
- Occasionally climbing or balancing, stooping, kneeling, crouching, crawling, and reaching with hands and arms.
- Ability to lift up to 25 pounds.
- Specific vision requirements include close vision and the ability to adjust focus.
- Ability to hear, understand and distinguish speech and/or other sounds in person and on the telephone.

WORK ENVIRONMENT:

Work is generally performed in a child center environment where there is exposure to children ages birth to age 12 and clients of varying socio-economic and health conditions.

- Noise: moderate to quiet, occasionally moderate to high.
- Climate control: primarily in an office.
- Exposure: occasionally outside events or activities.
- Chemicals/Bloodborne Pathogens (BBP): low risk to mild bleach solutions and other cleaning/disinfectant chemicals, low risk of exposure to BBP.

TRAVEL:

Some local travel required, no overnight travel expected.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES:

- Must be compassionate, non-judgmental and have a passion for helping families.
- Skilled in organizing, prioritizing and scheduling work assignments and keep team-based projects on track.
- Ability to work well individually and as a team member with an eagerness to learn from others.
- Must work well under pressure, time constraints and have ability to meet multiple needs simultaneously.
- Skilled at maintaining strict confidentiality.
- Skilled at solicitation of funds with a proven track record of bringing opportunities to fruition.
- Possess great telephone skills displaying passion, excitement and positivity over the phone.
- Possess excellent written communication skills to include composing catchy correspondence quickly.
- Passion and perseverance for long-term goals with a drive to make things that don't work, work.

MINIMUM REQUIREMENTS:

- Must be 18 years of age.
- Associates degree in business, communications, marketing or related field preferred.
- 2 years of related experience preferred.
- 1 year of sales and/or sales support experience with successful, results.
- Previous stewardship experience preferred.

- Previous grant application writing with successful results highly desired.
- Experience with donor management software required, DonorPerfect preferred.
- Proficient with Microsoft Office.
- CPR, Infant CPR are required. Ability to obtain/renew through Vanessa Behan classes.
- Food Handlers permit is required or ability to obtain after hire.
- Successful completion of Washington State and National background check prior to hire. Completed every 3 years.
- Successful completion of fingerprint check prior to hire. Completed every 3 years if employee lives out of state.
- Meet all current vaccination requirements.

Please note this job profile is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____