



## Development and Grants Specialist Position Description

### Organization

The CAN Council is a regional nonprofit organization dedicated to the prevention of child abuse and neglect through its nationally accredited and evidence-based education, intervention and advocacy programs. Founded in 1979, the CAN Council has consistently grown over the past 42 years to meet the needs of the community's children and families, providing services in Arenac, Bay, Huron and Saginaw counties. For more information, visit [CANcouncil.org](http://CANcouncil.org).

### Position

The Development and Grants Specialist works in collaboration with development and finance positions to identify necessary funding to meet the \$2M+ budgetary needs of the four-county organization. The Specialist is responsible for researching and then writing and securing competitive federal, state, local, and private grant proposals. The Specialist monitors grant compliance and submits necessary reports to funders. Additionally, the Specialist is charged with securing new individual and corporate contributors through a structured cultivation model. This is a full-time position reporting to the Director of Finance and Administration and is located in the Saginaw office with occasional travel to Bay City and Bad Axe offices required. Some weekend/evening hours will be required as part of signature fundraisers.

### Responsibilities

#### **Grant Management - Securing, Monitoring and Tracking**

- Develop plan for securing necessary grant funding to meet program and strategic objectives
- Research grant opportunities from government and non-government sources
- Develop all new grant proposals for local, corporate, state and federal grants
- Maintain communications with grant funders and pursue renewal of current grants
- Respond to internal and external queries on drafted and submitted proposals
- Monitor organization's compliance with grant award terms and conditions ensuring the fidelity of all grant projects/programs
- Submit timely reports to grantors
- Manage grant budgets, expenditures; reconcile monthly and prepare quarterly, final and annual financial reporting
- Report monthly the status of grant proposals submitted, approved/rejected, in-process to President/CEO
- Contribute to the creation of the annual budget by providing Finance Director with current, renewing and new grant opportunities

#### **Fund Development**

- Implement structured donor cultivation model
- Manage three annual *Take A Stand for Children Society* donor cultivation events
- Identify and develop corporate, community and individual prospects to align with the organization's fundraising priorities
- Establish planned giving system
- Grow established endowment funds for Bay and Saginaw counties and create an endowment fund for Huron county

- Research and incorporate emerging trends and best practices in donor engagement and stewardship
- Attend and represent CAN Council at regional events as requested
- Maintain CAN Council profiles on nonprofit evaluators

### **Qualifications**

- Bachelor's degree in business, marketing, communications, human services or a related field
- A minimum of five-years' experience in grant writing and reporting and donor cultivation
- Experience in securing and managing \$1-2M in grant awards
- Excellent knowledge of proposal submission and fundraising process
- Strong research skills
- Excellent knowledge of all Microsoft Office programs and CRM databases
- Proven project leader with at least 3-years' experience
- Personal qualities of integrity, credibility, and dedication to the mission of the CAN Council
- Proactive, self-starter with an entrepreneurial spirit
- A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision making
- Excellent communication and relationship-building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- Possess the ability to wear many hats in a fast-paced environment

*It is the policy of the CAN Council to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. Persons who do not meet all of the listed job criteria but who feel that their knowledge, skills, and experience make them well-qualified candidates are encouraged to apply.*