

Job Description

Title: Philanthropy Coordinator - Grants
Reports to: Director of Philanthropy
Classification: Exempt, Salaried
Hours: Full-Time; may include some weekend and event hours
Hiring Range: (\$19-22/hour or approximately \$39,520 -- \$45,760/year depending on education and experience)
Work Week: Monday 12:00 AM to Sunday 11:59 PM (AGENCY WORK WEEK FOR PAYROLL)
Required to Transport Clients: No
Supervisory Duties: No
Required to Drive in the Course of Conducting Business: Yes
Meets Policy Requirements for Personal Cell Phone Use Stipend: Yes
Meets Policy Requirements for Company Cell Phone: No

Background

Since 1975, Pendleton Place (PP) has been a place of safety and comfort for children and youth hurt by abuse and neglect. PP is committed to innovative approaches that will establish our vision that children and youth are safe, families are whole, and communities are strong. We help children and families through a focus on residential foster care, supportive community services for at-risk families and youth experiencing or at-risk of homelessness, and comprehensive assessment for children and families involved with the child welfare system.

PP's Philanthropy Department is responsible for the cultivation and maintenance of many types of resources that support the organization's success – financial resources, social capital, volunteers, awareness and credibility, branding, etc. Many key functions are housed within this department including fundraising, major gifts, event coordination, volunteer management, marketing, public relations, communications, and more. The Philanthropy Department utilizes a hybrid work environment (100% in office available if desired) and has some flexibility regarding working hours.

Position Summary

The Philanthropy Coordinator – Grants (PC) will prepare, write, and submit grant proposals to support PP programs and initiatives. The PC is responsible for full management of the grant cycle from pre-award through submission, researching grant prospects, data collection and reporting, and providing comprehensive grant management and administration. In collaboration with the Director of Philanthropy (DOP), the PC will coordinate with internal and external stakeholders to ensure that Pendleton Place's grant funding is sustainable and responsibly managed. This position will also provide general support for fundraising, donor retention, stewardship, volunteers, events, and community outreach as assigned by the DOP or Executive Director (ED).

Essential Functions of Position

- Grant Management
 - Serve as part of a two-person grant writing team, developing grant content with direct support from the agency's subject matter experts
 - Manage and maintain the grants calendar to ensure deadlines are met and regularly update the grant tracking spreadsheet/database
 - Coordinate grant preparation, grant management, grant tracking, and grant reporting with the administrative department (including finance) and designated program staff
 - Manage deadlines, grant progress milestones, and final reports and serve as a liaison for these processes to funders

- Grant Research

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- Conduct research for new and future grant opportunities
- Attend grant announcement meetings, respond to funding requests for proposals (RFPs), participate in open question periods, and follow pertinent legislation that leads to funding opportunities
- General Resource Development Support
 - Actively support the Philanthropy Department’s overall efforts to reach fundraising and revenue goals, including attendance at events as assigned by the DOP or ED.
 - Provide general support for donor engagement and retention efforts
 - Provide as needed support for all public relations efforts including but not limited to print materials, social media, newsletters, and website updates.
 - Support community outreach activities through tours or speaking engagements
 - Actively participate on staff committees and in staff meetings as necessary and appropriate
 - Assist the DOP and ED in other fundraising efforts and support tasks as necessary

Qualifications

Minimum Qualifications

- Graduation from a 4-year college or university; a 2-year degree with a minimum of 5 years related work experience may substitute
- Excellent communication and interpersonal skills; strong verbal and written skills
- Excellent organizational skills, including the ability to prioritize and multi-task
- Excellent time management and strong attention to detail
- Must be able to travel within designated area
- Must be able to occasionally attend after-hours presentations and/or work on weekends
- Ability to work cooperatively and communicate effectively with team members
- Possess valid South Carolina driver’s license
- Satisfactory criminal history check, driving record, fingerprint, and background check including the Child Abuse and Neglect Central Registry, Sex Offenders Registry, and Motor Vehicle Department

Desirable Qualifications

- Evidence of successful grant writing and grant management skills
- Evidence of successful management of business communications
- Experience in the nonprofit sector
- Familiarity with child welfare/youth services/human service programs, and applicable local, state, federal, and private revenue streams.

Physical Demands				
Stand	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Walk	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Sit	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Handling	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Outward	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Above Shoulder	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Climb	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Crawl	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Squat or Kneel	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Bend	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Lifting Requirements				
10 pounds or less	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A

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11 to 20 pounds	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
21 to 50 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
51 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
Pushing and Pulling Requirements				
12 pounds or less	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
13 to 25 pounds	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
26 to 40 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
41 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
Definitions				
N/A	Not Applicable	Activity is not applicable to this occupation		
O	Occasionally	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)		
F	Frequently	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)		
C	Constantly	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)		

The organization has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your At-Will employment, and the organization reserves the right to change this job description and/or assign tasks for the employee to perform, as the organization may deem appropriate.

Do not sign below unless a job offer has been made to you using this job description; signature not required for those making an application.

I _____ have read and understand this job description and agree that I am able to perform the essential functions outlined in this job description. I understand that failure to provide information or omission of information pertaining to my ability to meet the requirements of the job or my inability to perform the essential job duties will be cause for immediate termination of employment, regardless when or how discovered.

Signature: _____

Date: _____

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