

United Way of the Coastal Bend

POSITION: Projects and Grants Director

REPORTS TO: President and CEO

PURPOSE/FUNCTION OF POSITION: To provide overall leadership in the planning, fund development, and implementation of community impact projects in alignment with the mission and vision of United Way of the Coastal Bend. Work with volunteers, funded programs, and other organizations in efforts aimed toward impacting community problems.

KEY RESPONSIBILITY AREA: Fund Development

- Researching, prospecting, and writing grant proposals to private foundations, corporations, governmental entities, and individuals in support of identified projects and/or collaborations.
- Preparing and submitting grant proposals and applications in a timely manner with adequate time for review by the President/CEO.
- Preparing and submitting reports to granting entities that are providing funds for community impact projects.

KEY RESPONSIBILITY AREA: Community Impact Projects and Services

- Lead community impact initiatives as aligned with United Way of the Coastal Bend goals and objectives at the request of the President/CEO.
- Develop leadership capacity through recruitment of volunteers and education of such key volunteers as appropriate for the success of the projects.

GENERAL RESPONSIBILITIES:

- Perform any and all other duties as assigned by the President/CEO.

EDUCATION: Bachelors degree required.

QUALIFICATIONS: Minimum of 3 years nonprofit senior level or executive experience. Demonstrated skills in building and maintaining effective relationships. Significant experience with writing of grant applications, grants management, and outcome measurement processes. Self-confident with personable affect. Excellent oral and written communication skills. Proficient in Microsoft Office products (Access, Excel, Word, PowerPoint, and Outlook), use of internet and general office equipment. Flexible and able to manage multiple priorities.

OTHER: Position requires occasional overnight travel.

EMPLOYMENT CLASSIFICATION: Executive Exempt—this position is full-time, may exceed a 40-hour work week, and is exempt from Fair Labor Standards and Practices overtime compensation requirements.

The job description for this position is intended to provide an overview of responsibilities and is not meant to be considered all-inclusive.