

School Sisters of St. Francis Job Description

Job Title: Director of Foundation Giving-PART TIME

SUMMARY

Advances the vision and mission of the School Sisters of St. Francis through all phases of proposal/grant/contact development and project implementation. Conduct targeted and general research on funding sources. Obtain and review preliminary information from government/foundations/corporate and international prospects.

BASIC EXPECTATIONS

- Work independently
- Good interpersonal skills
- Fosters a positive, supportive work environment
- Competency in grant writing and research
- Detail oriented
- Computer and data base competency
- Strong verbal and written skills
- Ability to multitask
- Maintain strict confidentiality

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Conduct research to identify funding sources.
- Work closely with the Director of Mission Advancement in the creation of funding proposals for international projects.
- Prepare letters of intent, project budgets and grant reports.
- Obtain and review information from government and corporate funding sources.
- Maintain grant reference library and grant files.
- Prepare written acknowledgements.
- Act as a resource to SSSF projects seeking granting revenue.
- Maintain a funding calendar that clearly outlines foundation strategies and grant deadlines.

ESSENTIAL DUTIES AND RESPONSIBILITIES cont.

- Contribute copy for annual report publication.
- Prepare quarterly performance reports that highlight current funding requests and their status.
- Other duties as needed.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree in an appropriate field of study from an accredited college/university. Three or more years experience in grants, sponsored research or development office preferred. Willing to consider additional years of relevant experience in lieu of a bachelor's degree.

BENEFITS and COMPENSATION

- Salary range \$30,000-\$36,000 depending on experience. Willing to consider an hourly, nonexempt, pay structure if preferred
- Benefits include: Health insurance, dental and vision insurance, 403(b), 401(a) employer match, employer retirement plan, employer provided life and disability insurance
- Fully remote work considered after orientation period in office
- Generous PTO plan

Interested candidates should email a cover letter and resume to Amanda Ferguson at aferguson@sssf.org