



## Codman Square Neighborhood Development Corp

### **Grant Writer and Major Donor Cultivator**

#### **JOB DESCRIPTION**

July 2017

**About the Agency:** The mission of the Codman Square Neighborhood Development Corporation (the “NDC”) is to build a better, stronger community in Codman Square and South Dorchester by creating housing and commercial spaces that are safe, sustainable, and affordable; promoting financial and economic stability for residents and for the neighborhood; and providing residents of all ages with opportunities and skills to empower themselves to improve their lives.

**Job Summary:** Under general direction of the Executive Director, this position facilitates fund raising research, implementation of our Community Investment Tax Credit (CITC) campaign through support of major donor identification, communication and cultivation. Undertake grant (proposal) writing and development. Responsible for all aspects of proposal writing/production, review and editing, working closely with all levels of staff on a program, departmental, agency-wide and/or special initiative basis. Develop collateral materials such as agency annual reports, newsletters, etc., in support of communication and donor identification and cultivation. Develop informational pieces designed to keep Codman Square donors and other constituents abreast of Codman Square’s work events and initiatives, working in coordination with web and social media site developers. Participate in CITC Campaign Committee meetings. Plan funder/major donor events. Conducts basic research to identify potential funding sources, potential major donors (individual, nonprofit and corporate) and maintains databases; supports staff and administration in developing proposals and packages and timely delivers proposals to funders. Also responsible for developing grant report tracking protocols and supporting reporting on grants.

#### **CHARACTERISTIC JOB TASKS AND RESPONSIBILITIES**

1. Conduct research to identify funding and grant opportunities in support of meeting CSNDC’s goals and objectives. Systematically track, monitor and process such opportunities and deadlines, working with staff.
2. Develop/write, review and edit grant proposals working closely with all levels of staff and partners.
3. Support the Community Investment Tax Credit (CITC) Campaign Committee in identifying; communicating with and maintaining contact with major donors. Support event planning related to CITC donor cultivation and giving activities.
4. Develop streamlined, systemic and automated approach to major donor cultivation, follow up and communication using Sales Force and/or other technologies;
5. Maintain regular, follow up and special communication with all level of donors, (individual/major, philanthropic and corporate and base funders) and external funding agencies.
6. Work closely with agency staff and partners to harness program development ideas and transform those ideas into grant proposals. Maintain comprehensive knowledge of CSNDC lines of business and special initiative activities and goals so as to facilitate program development, proposal writing/production and to identify and solicit grants. Collaborate with various internal departments and external/special project initiative partners on an ongoing basis for this purpose.
7. Interact with and act as a liaison to community constituencies involved in grant-funded activities. Serve as agency liaison to external parties, both private and public (funders and donors), in regards to donation and grant administration. Enter, track and confirm CITC donations in DHCD’s online system and follow up with donors to facilitate donation data entry. Systematically track and respond to funder progress and other grant reports working closely with a range of CSNDC department staff and partners.



8. Participate in CSNDC Senior Managers meetings. Meet regularly with all levels of departmental staff to perform work.
9. Coordinates project activities; prepares and processes letters and correspondence, presentation materials, and comprehensive proposal and major donor bank/file; maintains funding opportunity databases, activity tracking system, and related confidential files.
10. Develop collateral materials (e.g., newsletters, annual reports, Twitter and Facebook/social media feeds and updates), in support of donor and grant cultivation processes.
11. Performs other related duties as assigned.

## **SKILLS AND ABILITIES**

- Knowledge of private philanthropic and public (e.g., federal) grant guidelines
- Excellent writing and research skills
- Knowledge of major donor campaign approaches
- Written and verbal communication skills
- Interpersonal/human relations skills
- Ability to listen and develop information into grant proposals
- Ability to codify ideas into coherently written text; good authorship required
- Ability to work collaboratively with staff at different levels in various disciplines and to effectively coordinate ideas, work and people to achieve a goal
- Excellent computer skills, with strong knowledge of Microsoft Office software programs (e.g., Word, Excel, Access)
- Ability to work independently and manage time effectively
- Ability to pay attention to detail and maintain accurate records, including maintaining grant proposals on shared drives and using Salesforce as a tool to manage the grant research and production process
- Ability to stay focused and on point while working under pressure and meet deadlines critical.
- Ability to maintain confidentiality

## **MINIMUM QUALIFICATIONS**

### **Education and experience equivalent to:**

Bachelor's degree in related field (e.g., business/public administration/management, economic development, affordable housing development, and the like); supplemented with two (2) years of solid grant writing experience and related major donor cultivation work experience. Prior relevant experience in managing major donor identification/cultivation campaigns a plus. Experience developing automated systems, protocols and procedures around grant writing and donor campaigns a plus. Demonstrated ability to raise funds through traditional grant writing and major donor campaigns a plus. Experience in a multi-cultural work setting and in working effectively to achieve impact in inner-city neighborhoods sought. Demonstrated experience and ability to multi-task and stay on point and meet frequent deadlines a must.

**Send resumes by August 31, 2017 to Executive Director, Codman Square NDC, 587 Washington St, Dorchester, MA 02124 or to [katrina@csndc.com](mailto:katrina@csndc.com). No phone calls please.**