

**P.G. Chambers School
Job Description**

Position Title:	Grants and Communication Coordinator
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Reports To: Director of Development

Primary Responsibility: Secure philanthropic resources by designing and executing effective fund raising, cultivation and stewardship strategies to implement a successful comprehensive grant program. Manage the production of all development publications (*Annual Report, potential electronic newsletter, Appeals*) and stewardship reports, manage ongoing updates to website, and assist in creating and implementing the organization-wide Communication and Donor Relations Plan.

Scope of Responsibilities

Grant Program

- Research and identify corporate and foundation grant funding opportunities and grant funding needs.
- Research literature for documenting needs and project design for grant proposals.
- Work in partnership with directors and other staff, as needed, to produce grant proposals.
- Develop and implement administrative procedures, controls and multi-year calendar for grant application and reporting.
- Work with departmental lead on grant projects to ensure that grants are processed and administered in a timely fashion and according to grant requirements.
- Actively build relationships with grantors to increase affinity and support of PGCS and to better understand their giving priorities.
- Provide required stewardship and reporting to grant funders in a timely fashion.
- Create grant program progress reports for the Board, Development Committee and others as requested.

Communication

- In partnership with the Director of Development, lead the development and production of printed materials e.g. *Annual Report* and *potential electronic newsletter*. Brainstorm content with ED and Development team, assign writing assignments and deadlines, take on personal writing assignments, manage the gathering of all materials for the designer and work with designer/printer to produce in a timely fashion.
- In partnership with the Director of Development, lead the updating and ongoing maintenance of the organization's website and work in partnership with the Director of Development to redesign the website in the future. Meet with BCS monthly to address website updates/challenges.
- Assist the Director of Development as needed with Stewardship Reports and annual appeal writing.
- In partnership with Development team, create and implement blog calendar.
- In partnership with Director of Development, edit all blog posts as necessary to assure they are consistent with our brand and identity before posting.
- Manage writing, design and production of bi-monthly electronic newsletter in partnership with the Development Services Associate.
- Manage expanding our presence on Linked-In and assist the Coordinator of Special Events to ensure social media posts are coordinated as part of our overall social media footprint in any given month.
- Direct the writing/edit and or write press releases for new board members, events and other pertinent newsworthy items.
- Work with the Director of Development in updating corporate sponsorship appeals and solicit major sponsors as assigned.
- Assist Director of Development in budgeting for all Communication/Donor Relations materials.
- Serve on a to be developed Communication Plan Task Force and contribute to development and implementation of the strategic communication plan.

Administrative

- As needed in the weeks leading up to an event, assist your colleagues in assuring its success.
- In partnership with the Director of Development and Special Event and Digital Communication Coordinator implement Giving Tuesday program.
- Assist with Raiser's Edge clean up, as needed.
- Serve as event photographer as needed.
- Attend Strategic Development Committee meetings to take minutes and to serve as back-up for Director of Development.
- Establish and maintain relationships with professional fundraising colleagues and organizations regionally and nationally to enhance one's professional development.
- Other development duties as assigned

Qualifications:

- Excellent writing skills and grant management experience.
- Communication and social media expertise.
- Strong work ethic, excellent organizational and interpersonal skills, attention to detail, creative, energetic, diplomatic, ability to manage multiple priorities and great time management skills.
- Values teamwork and working with both staff and volunteers, is self-motivated, and can work independently.
- Demonstrates a high level of computer literacy Word (mail merge function), Excel, In-Design/Canva, social media platforms, internet research. Experience with Raisers Edge software is a plus.
- Ability to lift 40 pounds. Event set-up and management often requires moving, setting up, and breaking down tables, chairs, and other supplies.
- He/She will be expected to work some nights and weekends as necessary.
- Bachelors Degree

License or Certificate:

Ability to pass complete background check.

Hours/Benefits:

This is a 12-month, full-time position, minimum 35 hours per week. The position provides benefits as described in the School's Employee Handbook