

QUEST Grants & Donor Relations Coordinator

QUEST Mission

Project QUEST strengthens the economy and transforms lives by preparing individuals for in-demand, living wage careers.

Description:

Responsible for researching, identifying, writing and submitting grant applications for programs, projects, capacity-building, scalability, & general operations support. Responsible for conducting and facilitating research on individuals, private businesses, public corporations, philanthropic foundations and integrating data gathered from various public and published sources into a computer system for retrieval and analysis. Understands and contributes to a team-oriented environment by working under the direction and supervision of the Director of Community Partnerships.

Core Competencies

Grants Pipeline

1. Research, identify, write, and submit grant applications that align with QUEST's strategic objectives to foundations, and city, county, state, & federal funding agencies.
2. Create and maintain a customized grants pipeline that provides a continual forecast of grant opportunities from beginning to end for each funding agency.
3. Prepare, write, and solicit letters of support from respective officials in government, business, or similar sectors to be included with grant applications.
4. Maintain the grant reporting process for Project QUEST by organizing, writing, and submitting reports to funding agencies before or by the due dates.
5. Work collaboratively with program, finance and community partnerships teams to collect all internal data to compile grant reporting as required by grants and/or donor.
6. Be detail oriented, mission-centered, and able to multi-task working under the pressure of deadlines.

Donor Centric

1. Serve as the primary donor database manager by responsibly maintaining the accuracy of donor and grant records in Abila FR50 and monitoring the online giving systems and processes that affect web brand presence, and transactional functionalities.
2. Provide ongoing support for researching, & identifying prospect donors in working closely with the Director of Community Partnerships.

3. Coordinates the Annual Fund mail out & online campaigns (e.g., National Giving Day, Big Give), and designs & produces various donor print materials in collaboration with the Marketing & Communications Coordinator.
4. Manages all charitable gift processing, recording, reconciling, and acknowledgements.
5. Assists with the Project QUEST's Annual luncheon event with the coordination of tasks and activities supporting a successful fundraiser as part of the Community Partnerships Team.

Community Partnership Collaboration

1. Assist the Director of Community Partnerships in the reporting to the Board of Directors, and the Board Development & Marketing Committee on department progress and outcomes.
2. Assist in participating and/or presenting in monthly/quarterly Board-related meetings, advisory board meetings, alumni networking meetings, VIP/graduation ceremonies, and in representing Community Partnerships Team as assigned.
3. Establish strong volunteer and alumni relations in working toward advancing QUEST's mission.
4. Support the cultivation and stewardship development of mutually engaging relationships with civic, business, foundation partners.
5. The Grants and Donor Relations Coordinator will fulfill other duties and responsibilities as assigned.

Desired Skills:

- Effectively manages time and resources to bring daily tasks and projects to completion.
- Identifies critical and less critical activities and tasks and prioritizes daily workload accordingly.
- Ability to provide technical and creative writing skills.
- Ability to communicate effectively, personally and in writing.
- Ability to work productively with minimal supervision.
- Ability to work with diverse agencies, groups, and individuals.
- Ability to handle stressful situations.
- Ability to quickly learn and use new skills and knowledge brought about by rapidly changing information and/or technology.
- Desire to always be learning.
- Possess a "CAN DO" attitude, with integrity.
- Proficiency in MS Office and Social Media (Facebook, Twitter, etc.).
- Possess reliable transportation.
- Adhere to the QUEST foundational concept of **ADEPT** - **A**ccountable, **D**ependable, **E**xcellent, **P**rofessional, and **T**eam-oriented.

Education and Experience

- Bachelor's Degree from an accredited college or university with preferable coursework in public administration, public relations, marketing and/or communications and experience in contract administration, grant management or fund development.
- Excellent **written, interpersonal** and **verbal communication skills** necessary.

- Some working knowledge of rules and regulations for federal, state, county, local, and private foundation grant programs.
- Some knowledge of IRS rules & regulations for 501 (c)(3) nonprofit organizations charitable gifts.
- Must possess the ability to understand and follow specific instructions and guidelines.
- Must be able to meet deadlines.
- Must be detail oriented.
- Must understand how to develop budgets for proposals.
- Must be able to write and submit online grant applications.
- Ingenuity and inventiveness in the performance of assigned tasks.
- Flexible work hours with primary work schedule Monday-Friday 8:00am –5:00pm. Work-related evening and weekend activities and/or events possible.



Salary and Compensation:

Exempt Full-Time Annual Salary range of \$45,000-\$55,000 – to be determined by related experience & education. Higher qualifications could merit different compensation. Open until filled.

QUEST provides a comprehensive benefits package as part of overall compensation.

QUEST is an equal employment opportunity employer.

Please send a letter of interest with subject line "Grants and Donor Relations Coordinator," include your resume, and one writing sample to Eli@QuestSA.org.

REV. 12.12.19