



## Grant & Foundation Relations Manager

### Background

Freedom Service Dogs of America is a nonprofit organization located in Englewood, CO that unleashes the potential of dogs by transforming them into custom-trained, life-changing assistance dogs for people in need. Clients include children, veterans and active duty military, and other adults. Their disabilities include autism, traumatic brain injury, cerebral palsy, spinal cord injuries, muscular dystrophy, multiple sclerosis, military sexual trauma, and post-traumatic stress disorder.

### Position Summary

**Position Title:** Grant & Foundation Relations Manager

**Position Type:** Part-time (24 hours/week), non-exempt

**Compensation:** Commensurate with Experience

**Benefits:** Medical, dental, and vision insurance covered in part by employer; 401k plan with company match.

Responsible for securing operating and program funds from corporations, foundations and government grant entities. Research, identify, write and respond to new funding opportunities. Provide leadership and oversight to ensure the seamless, integrated coordination among departments for the lifecycle of grants, from project development through award, implementation, evaluation, and reporting. Manage inter-departmental communication regarding priority projects for grant funding and planning for strategic funding opportunities. Reports to the Director of Philanthropy.

### Essential Functions

The essential functions listed below are intended only as illustrations of the various types of work that may be performed; the omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to be completed by the position:

#### Grants

- Research and identify private and public funding prospects, and initiate meetings with relevant staff to understand and ensure a strategic match with institutional priorities
- Engage with program officers at foundations, corporations and government entities to solicit invitations to submit proposals
- Generate proposals and supporting documents in response to solicitations in a timely and scheduled manner, including collaborating with relevant staff to ensure the accurate development of program and project budgets for grant funders
- Generate revenue for FSD programs and services through timely submission of well-researched, well-written, and well-documented fundraising proposals
- Act as a liaison with program staff, all funding agencies and organizations
- Maintain and implement grant writing calendar of activities and meet deadlines, including all grant reporting requirements
- Track funding prospects, donors and lapsed donors in eTapestry and ensure lapsed grant funders are solicited
- Work with Business Operations Manager on grant invoicing and the development of financial reports for funders

- Assist in creating and maintaining a grant tracking system regarding expenditures, deliverables, and timelines, to ensure implementation of all grants

### **Programs**

- Coordinate a monthly grants meeting with the FSD leadership team and initiate communication with other staff, in order to assist with program and project management to ensure grant deliverables are progressing and being tracked

### **Other**

- Keep informed of developments in the fields of grants management, grant writing and evaluation
- Maintain security and confidentiality of all FSD documents and files
- Participate in continuing education related to grants, mental health, animal-assisted therapy, veterans, client needs and dog training
- Adhere to FSD dog care and training standards
- Assist with dog care, kennel care and cleaning as needed
- Other duties that may be assigned

### **Supervisory Responsibility**

Responsible for training, assigning tasks to, and monitoring volunteers assisting with grants program.

### **Work Environment**

This job operates in a professional office environment. Employees will work in close proximity with all types and breeds of dogs to help socialize dogs in training. The noise level in the office environment is usually moderate. Occasionally, this job operates in dog kennels and surrounding areas. The noise level in dog kennels environment can often be loud. The location is a non-smoking environment.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, keyboards or controls; reach with hands and arms; and talk or hear. The employee is expected to communicate frequently with others. The employee is frequently required to stand and bend. The employee is occasionally required to walk; escort visitors in or around the office; climb or balance; go up or down stairs; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 10 pounds. This includes the ability to retrieve and distribute files, written documents or office supplies and ability to retrieve and replace objects.

The employee must have the ability to bend, stretch, and lift and replace files and books from drawers and shelves; rapidly use printers, computer equipment, copy machine, and other general office machines.

This job requires occasional handling dogs in training of up to 100 pounds on and off leash.

### **Position Type and Expected Hours of Work**

This is a non-exempt position consisting of 24 hours of work per week. This position has the flexibility to work remotely part time with some on-site hours required. This position will require occasional evenings and/or weekends to assist with special events, but will primarily be during business hours.

## **Travel**

Generally, only local travel, such as travel to meetings and special events, is expected

## **Required Education and Experience**

- Bachelor's degree required
- Three (3) years of proven grant-writing experience, five (5) years preferred
- Proven track record of annual grant and foundation revenue of a minimum of \$500,000
- Nonprofit work/volunteer experience
- Knowledge of foundations and funders throughout the State of Colorado

## **Required Skills and Competencies**

### **Intellectual Skills:**

- Ability to collect and research data and analyze diverse information to make recommendations to management.
- Ability to forecast revenue projections based on research.
- Ability to display original thinking and creativity and meet challenges with resourcefulness.
- Ability to generate suggestions for improving work and develop innovative approaches and ideas.
- Ability to work with a high attention to detail.

### **Leadership Skills:**

- Ability to make decisions with sound and accurate judgment; support and explain reasoning for decisions and includes appropriate people in decision-making process; makes timely decisions.
- Ability to develop strategies to achieve organizational goals; understand organization's strength and weaknesses and adapt strategy to changing conditions.
- Ability to manage change; develop workable implementation plans; communicate change effectively; build commitment and overcome resistance to change; and support those affected by change.

### **Language and Communication Skills:**

- Ability to communicate effectively with donors, direct reports, management, peers, stakeholders and volunteers.
- Routinely utilize advanced English language skills to edit documents and to prepare reports and correspondence, including spelling, sentence structure, syntax, grammar, usage, and the chief aspects of style, such as punctuation, capitalization, abbreviations, plurals and possessives, and compound words.
- Ability to speak clearly and persuasively in positive or negative situations, listen and get clarification, and respond well to questions.

### **Reasoning Ability:**

- Ability to solve practical problems and deal in a variety of situations using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Ability to interpret and to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to maintain a high level of mental concentration and effort and strain when performing a high volume of analyses and decision making as well as other essential duties.

### **Office Skills:**

- Proficiency in Microsoft Word, Excel, PowerPoint, and Outlook and typing proficiency.
- Proficiency with fundraising and donor management software.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

- Ability to work independently, prioritize work and solve problems.

#### **Additional Eligibility Qualifications**

Must have a valid driver's license and maintain current vehicle insurance.

#### **Work Authorization**

Must be authorized to work in the United States.

#### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Essential and marginal job duties, responsibilities and activities may change at any time with or without notice.

#### **Equal Opportunity Employment**

Freedom Service Dogs is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants, clients, graduates or employees on the basis of race, color, creed, national origin, sex, age, religion, marital status, sexual orientation, gender identity or expression, veteran status, physical or mental disability, or any other status protected by state or local law.

#### **To Apply**

To apply, please send your resume and cover letter to [info@freedom servicedogs.org](mailto:info@freedom servicedogs.org) with the subject line "Grant & Foundation Relations Manager".

Please note – we will not respond to application status inquiries. No phone calls, please.