



## **Development & Grant Management Associate (Part-Time, Non-Exempt)**

Be our fundraising champion! Join our team as the Development & Grant Management Associate. Embrace thoughtful and intentional stewardship of all our donors. Understand the data and know the importance of LYBUNTS, SYBUNTS and other development acronyms. Manage all grant details, working closely with our ED to write our story and bring in funding for all our programs. Partner with staff to throw mission focused events like Feed the Valley, our annual fundraising event. Search far and wide for others (individuals and foundations) who want to support the Valley Outreach mission. With a flexible schedule, fit your fundraising champion work into your life as best fits your and Valley Outreach's needs.

### **We Have:**

- An organization that is an innovator and one of the leaders in the Food Shelf sector in Minnesota, with new initiatives like SuperShelf.
- A small but mighty staff with a lot of heart, energy, and brain power. We work together, doing so much more than we could individually.
- Great opportunities for continuing your own professional development throughout the year.
- A job with flexibility. Find the right hours for your schedule.
- Retirement savings option through a SIMPLE IRA (with a match!) and PTO time.
- Cake (for your birthday).

### **You Have:**

- A commitment to donor stewardship – whether organizational or individual donors.
- A love and understanding of storytelling. That's what grant writing is after all!
- An inquisitive nature – what makes donors and prospective donors contribute?
- A command of project management. You get joy and satisfaction in moving projects from start to finish (from grants and reports to special events)!
- A deadline driven work ethic. You set, and keep, deadlines because you understand the importance of time sensitive work!
- A love of data. You know that spreadsheets and reports tell stories. The stories of our supporters and the who, what, when and why they support our work.
- A schedule you love. You prefer, nay, you THRIVE on a schedule that's part-time (for now). (Potential for future full-time development opportunity!)
- The desire to learn more about the food shelf, clothing and basic needs sectors, understanding Valley Outreach's place in those sectors, and being a part of moving the agency forward with fresh initiatives or improvements. And you love sharing our story, values and philosophy with others.

## **Development & Grant Management Associate Job**

The Development & Grant Management Associate works closely with the Development Team (Executive Director, Director of Operations, Administrative Coordinator) to implement the development strategy of Valley Outreach. Duties include, but are not limited to, the following:

- Grant Management: includes prospecting, compiling, writing, and preparing proposals (in coordination with the Executive Director), and preparing reports. Manage annual grants calendar.
- Database Management: Become the manager of our donor database, eTapestry. Learn the ins and outs of the database, pull monthly, quarterly, and annual reports, along with reports needed for mailings, appeals, and events.
- Support Gift Entry & Acknowledgement: In conjunction with the Administrative Coordinator, ensure entry of all monetary donations into our donor database and timely donor acknowledgement. (We love our donors and want them to know their impact! You know that first-time donors who get a personal thank you within 48 hours are 4x more likely to give a second gift, which is why these letters are so important to you too!)
- Special Events and Project Management: be a key player in managing RSVPs, tables, and many details for Feed the Valley in the late fall, as well as other events throughout the year.
- Prospect Research: Be curious about who supports us and why! Who are we missing? Dig for grant prospects as well as research major donors.
- Work with Executive Director and Director of Operations on the annual development calendar and plans for the next year.

### **About Valley Outreach**

The mission of Valley Outreach is to help our St. Croix Valley neighbors who are in need of food, clothing, emergency financial assistance, and other support, while respecting individual dignity and offering encouragement and hope.

Founded in 1983 as the St. Croix Valley Emergency Food Shelf, Valley Outreach is a community-based, privately funded nonprofit serving our St. Croix Valley neighbors who, for a variety of reasons, find themselves in need of basic necessities.

### **Qualifications & Experience**

- Demonstrated writing skills.
- Understanding of the nonprofit sector.
- Education or demonstrated experience with grant writing.
- Deadline driven.
- Database management experience.
- Highly organized and adaptive - ability to multi-task and manage details in a fast-paced, energetic and changing environment.
- Excellent verbal and written communications skills.

**Salary Range:** \$18-22 per hour (Potential for future full-time development opportunity!)

### **Work Hours**

20 hours per week, ability to set a schedule that fits with your and Valley Outreach's needs. Flexibility to accommodate evening and weekend hours when required.

To apply, send cover letter and resume to [kateri.routh@valleyoutreachmn.org](mailto:kateri.routh@valleyoutreachmn.org).