

TITLE: Funds Development Officer / Grant Writer

REPORTS TO: Sr. Vice President of Marketing / Community Development – Executive Director-ASII

SCOPE:

Responsible for strengthening the overall fundraising capacity of ASI-ASII and for the development activities of both organizations.

KEY RESPONSIBILITIES INCLUDE:

- **Forging new relationships to build ASI-ASII's reputation, visibility, impact and financial resources.**
- **Expanding and diversifying ASI-ASII by securing funding for new initiatives on an ongoing basis.**
- **Designing and implementing a comprehensive plan for developing key external alliances.**
- **Working closely with both organizations to grow our budget through solicitation of major gifts, federal, state and local grants and corporate and foundation support, with an annual goal of \$250,000 in additional funding.**
- **Provide high level support for the SVP of Marketing and Community Development in the area of grant reporting.**

PRIMARY FUNCTIONS:

- Collaborate with Sr. VP and other senior staff to develop and implement ASI-ASII financial strategy.
- Continually submit grant proposals, conceptual plans, letters of inquiry and progress and stewardship reports according to each foundation/corporation's guidelines for ASI-ASI.
- Responsible for assisting Sr. VP in developing and implementing credit union and nonprofit funding strategies, tracking and controlling expenses, and searching for funding opportunities.
- Responsible for assisting VP with maintenance of CDFI certification and drafting of annual TA/FA requests as needed; responsible for ensuing data collection, keeping abreast of legislation or program changes affecting the Fund and fulfilling CDFI reporting requirements to be submitted/gathered as necessary.
- Responsible for submitting ASI's HUD, CDBG, and assisting with submission of ASI's CDFI sub-grant reports on a quarterly basis, as well as completing applications for future year funding, from HUD and other sources.
- Responsible for monitoring, tracking and oversight of all grant-funded programs and activities.
- Ensures timely completion of all grant reporting requirements, including drafting progress narratives, collecting all necessary financial data, and compiling and submitting final reports as necessary.
- Maintains relationships with charitable and nonprofit organizations engaged in community partnerships with ASI and ASII; must keep an active database of contacts from charitable foundations and grant making agencies.
- Responsible for creating and maintaining donor relationships through development of donor database, fundraising letters and newsletters.
- Monitor and report regularly on the progress of the development program.

- Assists VP in other tasks, projects and programs, commensurate with position, as requested by supervisor.
- Keeps promises and commitments, takes responsibility for mistakes, earns and maintains trust of others by acting consistently with words and actions. Is seen as direct and truthful by providing straight, honest feedback. Keeps confidence, and is dedicated to the highest standards of integrity, honesty and trust.
- Holds self and others accountable for professional and ethical behavior as defined by ASI Federal Credit Union's mission, culture, and values. Continually works to expand knowledge of what goes on in other parts of the credit union.
- Communicates with clarity and direction, and provides frequent exchange of direct, consistent, constructive feedback. Resolves conflict, recommends solutions and monitors their progress. Maintains positive relationships, shares credit for accomplishments, celebrates success of others, and takes responsibility for mistakes.
- Maintain a high level of courteous, attentive, and gracious service to co-workers and members. Resolves member complaints with member and appropriate department for the CEO. Acts with members in mind. Continuously question and probe to clearly understand member needs, and develop a strategic understanding of organization and our members.

BASIC QUALIFICATIONS:

- Minimum of 5 years of progressive and demonstrated success in a development function, specifically around grant writing with demonstrable personal solicitation success.
- Tangible experience of having expanded and cultivated existing donor relationships over time.
- Excellent communication skills, both written and oral, ability to influence and engage a wide range of donors and build long-term relationships with organization partners, clients, co-workers and the media
- High energy and passion for ASI-ASII mission and vision, with drive and ambition to deliver results in a performance-management based environment.
- Bachelor's degree in Journalism, Mass Media, Communications, English, or other comparable area.
- Must possess proven organizational and multi-tasking skills and the ability to meet deadlines in a fast-paced environment.
- Able to work independently exercising good judgment, confidentiality, decision making and problem solving skills
- Must possess ability to work on multiple grants, proposals, and line item requests at one time.
- Maintain customer service at levels exceeding expectations of our clients and management.
- Provide support for agency's fund development events.
- Perform other duties as assigned.
- Must possess a high level of maturity, professionalism, integrity, and discretion.
- Proficient working with a fund development database.
- Required Software Knowledge: Microsoft Word, Excel, Outlook, and Publisher, or comparable software; Preferred: *In Design or Corel Draw, Publisher, Photo Shop, PowerPoint, PageMaker.*