

Job Description: Development and Grants Specialist

About:

The Athens Area Diaper Bank strives to eradicate diaper need by providing diapers to low-income families in the Athens area, while raising public awareness of diaper need and its impact. The Athens Area Diaper Bank is a 501(c)(3) nonprofit organization.

Description:

Our Development and Grants Specialist will play a critical role in managing our organization's fundraising activities. The Dev and Grants Specialist will work to cultivate donor relationships, and will research, coordinate, and write proposals for private, corporate, government, and community foundation grant opportunities. This team member will maintain our grants database of funding opportunities, stewardship, and reporting deadlines. This position is also responsible for collecting, analyzing, and reporting data on the performance of program activities that are supported funded by federal, state, and private funding agencies. This position will assist in other fundraising capacities and will report to the Executive Director. This is an exciting opportunity for a motivated individual who wants to make a substantial impact with a growing nonprofit.

Job Details:

- Hours: part-time, approximately 20 hours/week
- Most of the work can be done remotely, but there is the ability to work at our facility.
- \$20 - \$25 Hourly rate commensurate with experience

Responsibilities for the Development/Grants Specialist:

- Research potential corporate, private, government, community, and any related foundation funding opportunities.
- Identify and cultivate prospective individual and corporate donors, as well as developing solicitation and stewardship strategies.
- Maintain positive relationships with fund providers and other stakeholders.
- Draft grant proposals and supporting documents based on the funding requirements.
- Maintain records and submit reports related to grant opportunities.
- Coordinates and follows up on the progress of submitted proposals.
- Maintains primary responsibility for grant schedules and tracking grants.
- Coordinate donor/corporate tours and visits if appropriate.
- Serves as a liaison to all funding agencies and organizations.
- Assist with program evaluation with AADB Executive Director and National Diaper Bank Network.
- Work with leadership to strategize, advocate for, and execute program growth.

Skills:

- Passion for the mission of the Athens Area Diaper Bank and helping families in need.
- Experience with or an understanding of the issue of diaper need.
- Attention to detail.
- Excellent written and verbal communication skills.
- Proven ability to manage multiple duties and priorities in deadline-intensive situations.
- Self-motivated and driven with excellent problem-solving skills.
- Experience with spreadsheet and document software (Microsoft and Google products).
- Work under pressure of deadlines and time constraints.
- Able to flourish in a creative team environment as well as operate independently.

Requirements:

- 2 years or more Fundraising experience or Grant Writing experience
- Bachelor's degree required.
- COVID-19: All staff must be fully vaccinated against COVID-19. Masks are required when in the presence of others in our facility, pending infection rates within the community.
- Occasionally work outside of normal business hours for special events.
- Limited amount of physical effort required associated with walking, lifting, and carrying light objects (less than 25 lbs.).
- Must be willing to undergo drug screening tests and background checks.

Note: This position description is intended to describe the general nature and level of work being performed by employees in this job. It is not an exhaustive list of all responsibilities, duties, and skills that may be necessary for this role. Personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Qualified candidates should forward resume and cover letter to: jobs@athensareadiapers.com with "Development/Grants Specialist" in the subject line.

Athens Area Diaper Bank does not and shall not discriminate based on race, color, religion, gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.