

Hoosier Uplands Economic Development Corporation



Fund Development Coordinator

TITLE: Fund Development Coordinator
STATUS: Full time, Hourly, Non-Exempt
REPORTS TO: Director of Strategic Development & Special Projects
BEGINNING SALARY: To be determined

QUALIFICATIONS

Required Qualifications: Bachelor's Degree, previous grant writing experience, valid driver's license, dependable vehicle with a minimum of liability insurance

KNOWLEDGE-SKILLS-ABILITIES

- Knowledge in planning, research, and development in non-profit agencies
- Ability to think outside of the box
- Knowledge of Hoosier Upland's geographical service area
- Knowledge of local social services available
- Demonstrated organization, networking, and planning skills
- Demonstrated ability to communicate with all populations and work independently
- Excellent verbal and written communication skills
- Excellent writing, analytical, and oral communication skills with the ability to compellingly communicate the mission of the organization
- Ability to listen, identify, understand, and articulate program needs in collaboration with colleagues, and develop information into proposals
- Strong organizational skills and time-management skills, with a demonstrated ability to meet schedules and manage multiple deadlines while maintaining the highest quality of work

WORKING CONDITIONS

1. Temperature controlled office setting
2. Occasional evening and weekend hours may be required

PHYSICAL EFFORT

3. This position requires computer use each day
 4. Occasional lifting of 10-20 pounds
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DUTIES & RESPONSIBILITIES

1. Identify funding opportunities
2. Maintain up-to-date knowledge of agency programs and initiatives
3. Work with program staff to help develop new programs or program enhancements in response to funding opportunities and/or agency needs
4. Coordinate, prepare, draft, edit, and submit grant proposals
5. Develop and implement fundraising activities as they may be warranted
6. Network with local community partners to establish relationships for future grant funding

Resumes for this position only may be e-mailed to Alyssa Prince: aprince@hoosieruplands.org.