

LICC JOB DESCRIPTION

GRANT WRITER & FUNDRAISING COORDINATOR

The Grant Writer & Fundraising Coordinator will ensure that the LONG ISLAND COUNCIL OF CHURCHES achieves its fundraising goals by developing managing grant/proposal preparation and by nurturing new and existing donor relationships. This person will create, execute, and grow existing income and will solicit major sponsorships and multi-year investments from corporations, businesses, foundations and individual donors while effectively leading and inspiring fundraisers.

JOB REQUIREMENTS

Strategic/Leadership

- In collaboration with the Executive Director, this person will create, execute, and update a comprehensive strategy for giving which will include specific key performance indicators that will quantify success.
- Manage fundraising and donor activities with the objective of increasing donations to unrestricted income funds

Major Initiatives

- Achieve, or exceed, fundraising goals to ensure unrestricted funds are raised to support LICC events and programs.
- Work with LICC key supporters to identify new opportunities and important contacts to build a broader and more diverse base of financial and in-kind support

ONGOING TASKS

- Develop, manage, and foster relationships with current, lapsed, and prospective donors to ensure that LICC achieves its fundraising/income goals
- Conduct grant research, develop database, prepare proposals and Grant specifications and related documents (i.e., “grant writing”) and secure grants for various LICC program and events.
- Effectively communicate with active and prospective donors via telephone, in-person meetings, and in writing.
- Write succinct and compelling emails, letters, proposals, reports, memos, and presentations that generate positive responses.
- Perform other duties, as assigned.

Events

- Secure sponsorship for existing local events i.e. Share the Harvest Festival, Crop Walk
- Conceive, plan, and implement new events which are aligned with LICC’s mission and strategic growth strategy.

QUALIFICATIONS

- **Bachelor's Degree**
- (5) years successful fund raising experience within a non-profit organization; evidencing an ability to raise \$1million per year.
- Excellent writing and organizational skills; proficiency in social media, Raisers Edge, Excel and Word; manage multiple responsibilities.
- Commitment to the mission and vision of the Long Island Council of Churches.

Track Record

- A successful track record of identifying, cultivating, soliciting, and serving as a steward of non-profit organizations.
- Proven ability to implement new initiatives that significantly increase revenue from corporate, individual, congregational and foundation donors while motivating new donors.
- Innovative thinker transforming strategic thinking into action plans and results.
- Demonstrated project management skills.

Specific Professional Skills

- Negotiation skills.
- Experience working effectively in a complex, multifaceted environment.
- Strong networking and relationship management skills.
- Exceptional writing, editing, and oral communication skills.

Additional Requirements

- Flexible to work weekends and/or extended work days, as required for special events.

Additional Criteria

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. This position requires:

- Constant sitting or standing.
- Some walking around.
- Occasionally lifting no more than 10 lbs.

Salary \$65,000 Annually