

# 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