

## **POSITION DESCRIPTION**

**TITLE:** Grants Manager and Development Specialist

**REPORTS TO:** Chief Advancement Officer

**POSITION STATUS:** Full time - exempt

Surrey Services for Seniors (Surrey) Surrey inspires and enables all of us, as we age, to live with independence and dignity, and as engaged members of the community. Surrey's vision is to create the leading dynamic community for aging adults, by developing groundbreaking programs, services, and activities that encourage and support them to live well longer. Surrey is committed to the provision of high-quality programs and services for the most active to the frailest seniors in Chester and Delaware Counties and environs in southeastern Pennsylvania. Surrey builds its strength and effectiveness in bringing together an active and strong base of volunteers of all ages together with a committed Surrey team to provide a variety of services to help seniors remain active and in their homes. Services include lifelong learning, nutrition support home care services, in-home services, transportation, information, fitness opportunities, health education and a range of other programs and services for older adults and their families. Surrey has 4 centers (Devon, Media, Havertown and Broomall) in addition to a Consignment Shop in Berwyn.

## **POSITION OBJECTIVE**

In this 40<sup>th</sup> anniversary year, Surrey Services for Seniors, Inc. is poised to elevate its philanthropic efforts with a new Strategic Plan, and Five-Year \$15 million Comprehensive Campaign focused on increased philanthropic support-public and private funding.

Working with the CAO and supported by the Development Associate, the Development Specialist and Grants Manager will oversee key areas of the organization's philanthropic efforts. This professional will be responsible for increasing, diversifying, and sustaining philanthropic support from foundations, corporations, and government sources; manage a portfolio of mid-level donors; and provide support in creating, implementing and monitoring fundraising events and initiatives. The ideal candidate will be an excellent writer, strong communicator, accomplished at researching funders and highly organized with a passion for excellence.

## **SPECIFIC RESPONSIBILITIES**

### **Grants Management:**

- Develop well-researched, tailored, and high-impact proposals, letters of inquiry, reports, acknowledgment letters, and other grant-related deliverables through authentic, effective, and compelling communication in a voice that reflects Surrey's mission, programs, and goals.
- Work with key staff to secure report components in a timely manner (i.e. budgets, attachments, supporting information.)
- Research studies, reports, and relevant statistical data to strengthen agency proposals.
- Conduct prospect research (corporations, foundations, and government funding sources) to identify prospective funding sources.
- Ensure effective administration of grants by maintaining a tracking system to monitor the status of grant proposals and reports, including submissions, responses, renewals and reporting requirements.
- Work with CAO on stewardship communications to funders as needed.
- Meet regularly with CAO to discuss upcoming deadlines, programmatic updates, grant strategy, and Development goals.
- Maintain a library of common proposal attachments and develop/maintain tools to answer commonly asked proposal questions.

### **Donor Stewardship and Fundraising:**

- Manage a donor portfolio of mid-level donors; create individualized cultivation plans for each donor and work with CAO on campaign planning and activities.
- With the CAO, identify annual donors who have major donor capacity and develop strategies to increase their level of engagement and support.
- Draft and execute fall and spring annual appeals (direct mail, email, and social media) and annual appeal stewardship (thank you letters, calls, emails.)
- Plan, manage, and execute fundraising events.
- Increase giving by broadening the participation, retention and engagement of new audiences through purposeful events and activities.
- Support the creation of development content for website, social media, annual report, newsletter, and other fundraising relevant publications.
- Take initiative to streamline team processes and look for ways to make work more efficient.
- Perform other duties as assigned or requested.

**QUALIFICATIONS, SKILLS & ABILITIES**

- 5+ year related development and fundraising experience and a minimum of 1-2 years of technical and/or grant writing experience.
- Proven record of success in grants writing, corporate and individual donor relations and event planning and execution.
- Exceptional written, spoken, virtual and interpersonal communication skills with donors, key stakeholders, leadership and colleagues.
- Effective project management skills with ability to successfully manage multiple, competing priorities with tight deadlines.
- Strong organizational skills with exceptional attention to detail.
- Experience working with database and donor management software (knowledge of Raiser's Edge preferred) and proficiency with several design programs and all Microsoft Office programs.
- Bachelor's degree in relevant field.

**WORKING ENVIRONMENT & PHYSICAL DEMANDS**

- Work Environment - The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties.
- Physical Demands - The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- Must be able to work at desk/computer for extended periods of time.
- May be required to lift up to 10 pounds.

**DISCLAIMER**

This position description is not designed to cover or contain a comprehensive listing of activities or responsibilities that are required of the employee. Additional duties and responsibilities expected to be performed as necessary.

**An Equal Opportunity Employer**

Surrey Services for Seniors is an equal opportunity employer. This job description will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Applicants requiring reasonable accommodation in the application and/or interview process should notify a representative of the organization.

Applicants should send a cover letter and resume to [jobs@surreyservices.org](mailto:jobs@surreyservices.org).