



POSITION DESCRIPTION

TITLE: Grants Manager and Campaign Associate

REPORTS TO: Chief Advancement Officer

POSITION STATUS: Full time - exempt

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 virtual programs and activities, support groups, nutrition programs, home care services, transportation, information and assistance, fitness opportunities, wellness and mental health and a range of other programs and services for older adults and their families. Surrey has 4 sites (Devon, Media, Havertown, and Broomall) in addition to a Consignment Shop in Berwyn.

POSITION OBJECTIVE

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

Working with the CAO and supported by the Development Associate, the Grants Manager and Campaign Associate 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; 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 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:

- 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.
- Increase giving by broadening the participation, retention and engagement of new audiences through purposeful events and initiatives.
- Plan, manage, and execute fundraising events and initiatives.
- Draft and execute fall and spring annual appeals (direct mail, email, and social media) and annual appeal stewardship (thank you letters, calls, emails.)
- 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 - Must be able to work at desk/computer for extended periods of time.

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 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.