

GRANTS SPECIALIST – Louisville, KY

As one of the nation's premier humanitarian organizations, the American Red Cross is dedicated to helping people in need throughout the United States and, in association with other Red Cross networks, throughout the world. We depend on the many generous contributions of time, blood, and money from the American public to support our lifesaving services and programs. If you share our passion for helping people, join us in this excellent career opportunity as a Lead Grants Specialist

Job Summary

Identifies, engages, cultivates, solicits, and stewards current and prospective donors in expanding their financial support of the work of the American Red Cross. Responsible for meeting an annual revenue target by working with an assigned portfolio of donors and prospects to advance the mission of the organization and assist donors in creating meaning in their lives through giving to the American Red Cross.

Job Description

Responsibilities:

1. Identifies, pursues, cultivates, and enhances relationships with foundations and government agencies in support of funding needs.
2. Researches, develops and writes proposals to secure grants from foundations including the United Way and other grant-making organizations.
3. Collaborates with chapter(s) to determine needs and identify fundable projects fitting organizational strategies.
4. Coordinates and complies with all grant reporting as required by foundation/corporate donors and United Way.
5. Conducts initial review of planned proposals and submission guidelines to determine feasibility; suggests positioning.
6. Assists with other fundraising projects as assigned.

Essential Functions/Physical Requirements:

Depending on work assignment, may require ordinary ambulatory skills sufficient to visit other locations; or the ability to stand, walk and manipulate (lift, carry, move) light to medium weights of up to 20 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard, operate equipment and read technical information. Overall mobility is essential. May include sitting for long periods of time, driving a vehicle and working under challenging conditions.

Work Conditions:

Work is performed indoors with some potential for exposure to safety and health hazards related to emergency services relief work. May travel and participate in meetings and conferences throughout chapter jurisdiction, state and Red Cross system. Because the Red Cross is a disaster response organization, staff may be asked to be on 24-hour call during period of major disaster.

Qualifications:

Education: A Bachelor's degree (or equivalent experience) in Communications, Business, Organizational Development or a relevant field

Experience: A minimum of 3 - 5 years' experience working for a nonprofit organization or in public relations, marketing, sales, communication or project management. Corporate fundraising or workplace giving experience preferred. Experience working with community foundations and the United Way preferred.

Management Experience: Prefer six months – 1 year.

Skills and Abilities: Microsoft Office, Donor Management System (like Raiser's Edge or Team Approach) is highly preferred.

Other: Excellent written and oral communication skills, Including strong presentation skills. Excellent planning and organizational skills, including attention to detail and data management. Strong customer service orientation is necessary. Demonstrated ability to work well within a team. Demonstrated initiative and ability to handle deadlines, pressure and changing priorities with good judgment. Operational flexibility to meet sudden and unpredictable business needs, willingness to work outside standard established business hours.

Travel: Limited, less than 20% of time.

The American Red Cross is a nonprofit organization that offers employees growth and development; team spirit; a competitive salary; and a comprehensive benefits package.

If this sounds like the kind of opportunity that you've been waiting for, please visit our website at:

www.redcross.org/jobs

The American Red Cross is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law.