

**American Forest Foundation
Job Description**

Job Title: Grant Writer/Researcher

FLSA Status: Exempt

Reports to: Director of Development

Pay Grade: 4

Job Summary:

The Development Manager, in conjunction with the Director of Development, is responsible for the development, implementation, and monitoring of fundraising strategies and activities. The primary focus of the Development Manager will be grant writing and development research.

Essential Accountabilities/Responsibilities:

The primary functions of this position include, but are not limited to the following:

- Identify and conduct research on potential individual, corporation, and foundation giving prospects
- Cultivate, solicit and steward current and prospective donors
- Write, produce, and manage foundation grants
- Oversee benefit fulfillment for campaigns and track and evaluate results
- Develop and implement strategies to increase revenues from foundation giving
- In conjunction with the Director of Development formulate annual giving goals and strategies to ensure goals are met or exceeded
- Other duties as assigned

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Bachelor's degree from an accredited college or university in business or a related field
At least three years progressive work experience in a related field

Required specific experience:

- Strong working knowledge of the principles and practices of philanthropy
- Demonstrated success in annual fund, major gifts, and planned giving fundraising
- Experience in establishing, maintaining, and strengthening relationships with major donors
- Ability to enlist and activate a volunteer board in the development process
- Ability to conceptualize and describe funding needs in a manner that is compelling to various types of donors
- Expertise in developing and administering budgets
- Experience working effectively with volunteers, board and staff members.
- Ability to foster a cooperative, team-oriented work environment
- Ability to communicate effectively -- to listen, influence, motivate, and lead
- Experience in face-to-face solicitations
- Exceptional written and verbal communication skills; ability to develop and deliver presentations and speak persuasively

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of

managers, clients, customers, and the general public.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should be proficient on an IBM-PC using Microsoft Office, MS Word, MS Excel, MS PowerPoint, and various internet search engines. Experience with database applications required.

Certificates and Licenses:

None Required

Required Personal Attributes:

- Enthusiastic self-starter with exceptional communication and interpersonal skills
- Excellent organizational skills with attention to detail and the ability to effectively plan and problem solve
- Results-oriented with a keen understanding of the steps necessary to achieve goals on deadline and within budget
- Strong initiative with tenacity, resilience and high energy
- Ability to work collegially in a team setting
- A sound work ethic with the ability to act both independently and as part of a team
- A firm commitment to working in a collaborative environment
- Personable and flexible with the ability to work under pressure
- Time management skills, with the ability to prioritize, coordinate and manage multiple priorities
- Ability to interact with a wide variety of constituencies, including senior level business, volunteer, and community leaders
- Willingness and ability to travel frequently
- Displays discretion and the ability to deal with sensitive issues in a professional manner
- Excellent judgment, tact, and integrity, especially when dealing with public officials, donors, board members, volunteers, and the public at large

Supervisory Responsibilities:

This position directly supervises the following positions:
None

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Atmosphere and environment associated with a normal office.
- The noise level in the work environment is usually moderate.

Vision Requirement:

Both close and distance vision are required to perform the duties of this job.

Physical Demands:

Some evening and weekend work is required, and occasional travel will be necessary.

The responsibilities outlined above are indicative of the physical demands 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 the essential functions.

Activity	Less than 1/3 of time	Between 1/3 & 2/3 of time	More than 2/3 of time
Stand	X		
Walk		X	
Sit			X
Use hands to finger, handle or feel			X
Reach with hands and arms		X	
Climb or balance	X		
Stoop, kneel, crouch or crawl	X		
Talk or hear			X
Taste or smell	X		
Lifting/Carrying up to 10 lbs.		X	
Lifting/Carrying up to 25 lbs.	X		
Lifting/Carrying up to 50 lbs.			
Lifting/Carrying up to 100 lbs.			
Lifting/Carrying more than 100 lbs.			

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required by their supervisor.

APPROVED: Supervisor/Manager

Date

ACKNOWLEDGED: Employee

Date