JOB DESCRIPTION

Position: Director of Grant Development & Planning

Employment Classification: Exempt

Reports To: Vice President of Business Relations

Supervises: None

Summary/Purpose: The Private Industry Council of Westmoreland/Fayette, Inc., has provided workforce, education, and early childhood educational services to the communities we have served for over 40 years. The Director of Grant Development & Planning plays a key role in aligning the organization's strategic vision with sustainable funding from government and private sources. This position is accountable for the grant lifecycle, fundraising, private donor cultivation, planned giving, corporate and foundation partnerships and the creation of diversified revenue streams. The ideal candidate is self-motivated, innovative, detail-oriented and able to meet deadlines. They work effectively both independently and collaboratively and excel at developing and maintaining strong relationships with donors.

Qualifications & Requirements:

Education:	Minimum of a Bachelor's degree in Business, Communications, or related field with a commitment to complete the Management Training Program within 12 months of hire.
Experience:	6 years at the Managerial level, responsible for development and coordination of grant proposals and fundraising activities.
Mental Concentration:	Considerable concentration intermittently
Interruptions:	Occur constantly
Physical Demands:	Light physical effort in predominantly sitting position. Potential eye strain.
Special Demands/Requirements:	Occasional travel and nontraditional hours required. Valid driver's license, verification of car insurance coverage, as well as reliable transportation (validated yearly minimum). Current Act 33, Act 34, FBI/DPW, and NSOR clearance documentation at hire.
Confidential Information Used:	Various forms of personally identifiable information (PII), including but not limited to, participant geographical and identification data, personnel data and proprietary industry strategies, business plans and organizational planning.

Essential Job Duties: To be performed with or without reasonable accommodation

Duties may include any or all of the following: This list is intended to be representative.

1. Maintain thorough knowledge of PIC's programs, services, mission and goals.
2. Proactively identify and develop grant opportunities that align with the organization's mission and strategic priorities, establishing linkages with local/state/federal government and new/nontraditional private organizations for funding.
3. Lead the development, writing and submission of compelling grant proposals to support existing and planned programs/services in a timely manner.
4. Create and manage a donor database which includes opportunities for recurring contributions, annual giving, memorial gifts, corporate sponsorship packages, event partnerships, and individual giving.
5. Establish signature funding events and annual giving traditions that increase community awareness, strengthen donor engagement ,and generate financial support for the organization's mission and programs.
6. Design, coordinate and execute activities to include annual giving appeals, special events, donor

campaigns and sponsorship opportunities in collaboration with leadership.
7. Conduct research to collect and analyze data relevant to support proposals and to compile detailed needs assessment reports of communities served.
8. Collect and interpret data for executive decisions/policies.
9. Maintain a funding library and comprehensive grants calendar to ensure timely submission of proposals, renewals, reports and compliance requirements.
10. Translate concepts and information into clear written communications and adjust writing style to meet needs.
11. Develop compelling communication materials that demonstrate the organization's impact and the value of programs, including but not limited to, writing and submission of press releases, media kits, updating of website topical articles, sharing success stories.
12. Prepare reports, timecards, forms and other paperwork as required.
13. Attend professional development trainings, meetings, and events as necessary.
14. Perform other duties and assist with special projects as assigned.

Corporate Expectations:
Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador who influences the public's impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

PAY GRADE:	**HOURLY WAGE:**	**HOURS PER WEEK:**
G	$33.61	40 Possible non-traditional