



Canine Assisted Therapy – Fundraising and Grant Coordinator

Fundraising and Grant Coordinator

Seeking a strong community relations professional with track record of fundraising.

Job Summary

The Fundraising and Grant Coordinator supports and executes fundraising programs and initiatives to cultivate, solicit, and maintain current and prospective donors including individuals, corporate sponsorships, and grantors. The position will report to the Executive Director with primary responsibilities to include the writing of grants and follow-up reports, fundraising activities, donor relations, and creating new corporate partnerships.

Full Time: Exempt Position

LOCATION: 1040 NE 45 Street, Oakland Park, FL 33334

Responsibilities

- ◆ Research grant prospects and develop grant pipeline
- ◆ Write grant proposals, applications, follow up reports and acknowledgement letters
- ◆ Manage monthly grant reimbursements
- ◆ Develop partnerships/relationships with corporations to grow engagement with the organization
- ◆ Identify, solicit, and secure corporate gifts
- ◆ Manage fundraising by achieving event and program sponsorships and assist with event logistics
- ◆ Plan and execute fundraising events to include online projects, campaigns, and annual appeals
- ◆ Maintain CRM of donors, grantors, and corporate partners
- ◆ Process and manage incoming donations and gift acknowledgements
- ◆ Provide stewardship to donors and grantors with photos/stories/updates
- ◆ Oversee sponsorship fulfillment to assure all deliverables are met
- ◆ Develop and grow individual donor base
- ◆ Promote AmazonSmile, Workplace Giving, Corporate Matching and other ways to give
- ◆ Provide reports and data to ED for monthly Board Reports
- ◆ Performs other duties as required and conform with and abides by, all policies and procedures
- ◆ Create quarterly media update reports to send to funders
- ◆ Prepare annual report and yearly impact graphic

- ◆ Create social media and newsletter donor spotlights
- ◆ Assist with community and volunteer events
- ◆ Assist with office projects and other duties as assigned
- ◆ Represent the organization at community functions and events

Knowledge & Abilities

- ◆ Bachelor's Degree
- ◆ Ability to use Apple/Mac systems
- ◆ Must have strong community partnerships and corporate connections
- ◆ Ability to write and speak passionately and persuasively about mission
- ◆ Microsoft Office proficiency
- ◆ Must possess poise, diplomacy and a professional appearance and demeanor
- ◆ Knowledge of a CRM database system preferred
- ◆ Ability to maintain high degree of discretion and confidentiality
- ◆ High energy and passion for the mission is essential
- ◆ Must love dogs!

Required

- ◆ Valid Florida driver's license and proof of auto liability insurance (local travel on occasion)
- ◆ Prior fundraising, nonprofit or grant writing experience
- ◆ Level II Background Check
- ◆ Ability to work occasional nights and weekends on occasion

Benefits

Casual work environment

Dog friendly office

Health insurance stipend

Paid holidays and personal time off

Interested candidates are asked to submit via email, a resume with a cover letter and salary requirement to: info@catdogs.org. No phone calls please.

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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