JOB DESCRIPTION

Job Title: Grants and Development Specialist
Department: Development
Reports To: Executive Director

Overview: The mission of Belair-Edison Neighborhoods, Inc. (BENI) is to foster an environment where residents, merchants, and other stakeholders feel confident to invest their time, energy and money. BENI accomplishes this mission by utilizing four tools — marketing, housing counseling, small business development, and community organizing.

Job Summary: BENI is seeking a dynamic and committed individual in the role of Grants and Development Specialist. The Grant and Development Specialist will engage in all aspects of the organization's grant opportunities and awards, including managing the development, submission, and reporting activities of each grant throughout its lifespan. They will provide additional support through report writing, managing the organization donor database, composing correspondences, and coordinating special fundraising events. The Grants and Development Specialist will work closely with BENI's Executive Director, Director of Operations and Board of Directors to identify funding needs, develop a grant-seeking strategy, identify funding sources to support existing and planned program activities, and formulate approaches to new and existing funders.

Essential Duties and Responsibilities
The following duties and responsibilities are those considered to be essential but do not represent all job functions that may be required to be performed by this position. Other comparable duties and responsibilities may be assigned as needed. Early morning, evening and weekend work required as determined by operational needs or as assigned.

Fundraising
- Research potential new sources of funding through grant sources and sponsorship.
- Responsible for the writing and timely submitting well-researched grant proposals and program reports as needed, to comply with grant guidelines.
- In conjunction with the ED, formulates annual giving goals and strategies to ensure goals are met or exceeded.
- The specialist will cultivate, solicit, and steward current and prospective corporate, foundation, and government funders and individual donors.
- Maintain donor database for all donor information.
- Assist with production of donor acknowledgements and other donor...
● correspondence including invitations, cultivation and solicitation mailings, and newsletters.
● Contributes written material for brochures, newsletters, and other documents used for outreach and marketing.
● Maintain Resource Development files; organize, update and purge on a regular basis.
● Development of social networking fundraising opportunities through Facebook, Twitter, etc.
● Work with program staff and board for large annual fundraising/"friend-raising" events..
● Provide research and administrative support for special fundraising events as needed.
● Answer inquiries from donors and make updates to donor database as requested

General
● Attend all group and program staff meetings and trainings
● Active member of the Development Team
● Performs all other duties as assigned
● Independent transportation is a must
● Ability to work with volunteers as needed and abide by the conflict of interest and confidentiality policies of the program.

Supervisory Responsibilities
None

Skills and Abilities:
● Exceptional written and verbal communication skills are a must.
● Exceptional research skills are a must.
● Demonstrated ability to effectively manage multiple tasks and produce high quality written material under tight deadlines.
● Self-motivated, detail-oriented, and proactive. Ability to manage a portfolio of work independently with minimal supervision.
● Ability to conceptualize and describe funding needs in a manner that is compelling to various types of donors.
● Strong interpersonal skills including the ability to cultivate productive relationships with colleagues and stakeholders and work collaboratively with diverse groups of people.
● Proficiency in MS Office applications (Word, Excel, PowerPoint) and Google; Teams donor management software. Experience with Salesforce software a plus.
● Must be proficient in research and in interpreting and analyzing diverse data, must possess sound critical thinking and independent judgment skills.
● Manage sensitive and confidential information with integrity.

Education and Experience
A Bachelor’s degree in PR/Communications, Writing, Journalism, or related field along with at
least 2 years of work experience in grant writing and/or fundraising activities is acceptable. A non-degreed professional with 6 years or more experience may be considered. Proven success in developing grant proposals and applications to both private foundations and government funding is required. Experience preparing federal grant applications is preferred.

**Language and Communication Skills**
Strong written and oral communications skills are a must. Must have an ability to read, analyze, and interpret an array of data and procedures. Candidate must have the ability to write reports and business correspondence. Must have ability to effectively and persuasively present information and respond to questions from groups of managers, residents, clients, customers, home seekers, and the general public. The candidate must have excellent social skills with an ability to quickly build rapport with existing and potential funders as well as any other target audiences.

**Mathematical Skills**
Basic math skills

**Reasoning Ability**
Ability to define problems, collect data, establish facts, and draw valid conclusions. Must have the ability to interpret and deal with several abstract and concrete variables.

**Certificates, Licenses and Registrations**
None

**Physical Demands**
The physical demands described here are representative of those 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.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and distance vision.

The employee will need to be able to provide his/her own transportation.

**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.

The noise level in the work environment is usually moderate.

Executive Director  
Belair-Edison Neighborhoods, Inc.  
3545 Belair Road Baltimore, MD 21213  

Email to: denitra@belair-edison.org

**Salary Range**: Salary commensurate with experience. This is a full time position plus benefits. Salary Range: $45,000-$52,000.  
**Submission Deadline**: July 1st, 2020

I have read and received a copy of the job description for the Grants and Development Specialist position and I accept all of the duties described within.

Employee ___________________________ Date _____________

Executive Director ___________________________ Date _____________