JOB DESCRIPTION

DEPARTMENT: Administration/Development and Planning
POSITION TITLE: Development and Planning Associate
POSITION CLASSIFICATION:
LOCATION: Main office in Greenfield
STATUS: Exempt
SUPERVISOR: Director of Development and Planning

POSITION SUMMARY
The Development and Planning Associate plays a key role in advancing the mission, goals, and values of the agency by raising funds to support agency services/programs, primarily through high quality grantwriting; assisting with preparation of agency materials (e.g., annual reports, brochures, press releases, etc.); assisting with preparing CSBG workplans and reports and the agency's community needs assessment and strategic plan; and collaborating with the Data and Planning Associate to develop and analyze program management and evaluation data.

ESSENTIAL QUALIFICATIONS
- Bachelor’s degree in related field and four years of related experience, preferably in a non-profit/social service environment. Additional directly related experience may be substituted for education.
- Three years of experience preparing successful grant applications for a variety of funders preferred.

SKILLS REQUIRED:
- Solid grasp of English grammar, syntax, paragraph structure, and logical written development of ideas, excellent writing, editing, and proofreading skills.
- Ability to gather, organize, interpret, and synthesize significant amounts of information and to develop succinct written and verbal summaries of findings with associated visual representations.
- Ability to develop a logical and clearly justified argument for funding within the parameters set by the potential funder.
- Ability to interpret financial documents relevant to grantwriting, including budgets, balance sheets, and audits and ensure that proposed budgets and narrative proposals are consistent with each other as well as clear and complete.
- Mastery of internet searches, email, online applications, Microsoft Office Suite software such as Word, Access, Excel and other analytical tools
- Advanced organizational and analytical skills (quantitative and qualitative)
- Knowledge of principles and procedures involved in writing grant proposals and processing grant applications.
- Excellent oral communication skills
- Ability to work independently with minimal supervision, and as a constructive member of a team.
- Exceptional time management skills with ability to multitask; ability to work well under pressure, prioritize workload, and meet tight deadlines.
- Ability to remain calm, efficient, and tactful in performing activities involving people with varied work styles.
• Ability to organize and lead task/project groups effectively and efficiently.
• Strong attention to detail as well as ability to be guided by “big picture” strategic priorities and goals
• Understanding of research methodology, principles, and procedures
• Ability to manage and manipulate large amounts of data with accuracy and attention to detail.
• Ability to pose strategic questions and serve as a thinking partner who formulates alternate approaches.

**ESSENTIAL RESPONSIBILITIES**

• Work with Development and Planning staff and Department Directors/Program Coordinators to identify participant and program needs and identify funding sources to meet these needs.
• Research, identify, track, and build positive relationships with private, state, and federal funding sources; track and analyze funding (and related) policy and legislation.
• Evaluate Requests for Proposals available from state, federal, local, and private sources for match with program and agency needs and goals.
• Assist Program Coordinators and Department Directors with completing grant applications and related research, editing, compiling, etc. Develop narrative material and other required content for proposal submissions; review budgets for accuracy and consistency with narrative; write, edit, and proofread proposals; submit high quality, persuasive, and professional documents in a timely manner; coordinate preparation, assembly, and delivery of proposal documentation.
• Maintain accurate and up-to-date records and files of current agency programs and projects; maintain system for tracking grant deadline requirements; track status of application submissions and conduct follow-up action as needed; organize and maintain grant application-related materials and funding source databases; monitor success of all program grant proposals and develop/track database for related information.
• Research, analyze, and synthesize demographic, research, and best practice information relevant to agency’s geographic service area, services, and goals.
• Assist with writing, editing, and compiling other agency documents including special event literature, press releases, and annual reports/appeals.
• Assist in training relevant staff in grantwriting skills and processes.
• Support and actively participate in strategic planning and related processes for the agency, including researching secondary data, gathering and analyzing primary data, and composing and compiling planning documents.
• Work with the Development and Planning team to carry out CSBG ROMA planning cycle activities including community needs assessment, strategic planning, workplan development, progress reporting, and CSBG IS Survey preparation.
• Adhere to agency standards of conduct and confidentiality.
• Carry out job duties on a flexible schedule that accommodates a varied workload, reporting and grantwriting deadlines, and meetings outside of regular working hours.
• Other related duties as assigned by the Director of Development and Planning.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

• Sitting for long periods of time.
• Working in office environment.
• Some bending and stretching required.
• Extensive use of telephone required.
• Manual dexterity required for use of calculator and computer keyboard.
• Must be able to lift from 20 – 30 lbs

Employment is contingent upon a satisfactory Criminal Offender Record Inquiry (C.O.R.I.) and ability to be covered under Community Action's non-owned and hired vehicle policy.