



Job Description Grants and Development Coordinator

EXEMPT: Yes	LOCATION: 1557 Healdsburg Ave, Healdsburg CA 95448 (hybrid work schedule)
DEPARTMENT: Development	HOURS: Full-time, 40 hours. Some weekends and evenings required.
REPORTS TO: Associate Director, Development	DATE: 10/11/21

ORGANIZATION BACKGROUND: Corazón Healdsburg is a nonprofit organization whose mission is to build a compassionate and just community by empowering and dignifying individuals and families, advocating against injustices, and uniting people to celebrate diversity. We meet the needs of more than 1,120 low-income families, the majority being Latin American, from the communities of Healdsburg, Windsor, Cloverdale, and Geyserville.

Located at the Healdsburg Community Center, we operate a bilingual family resource center and offer family centered coaching, education for all ages, and services on financial stability, workforce development, emergency response and immigration. We coordinate and amplify the Latin American voice, and host community events and discussions to celebrate diversity, equity and inclusion. Everything we do supports our mission of empowering individuals and families to become self-reliant, advocating against injustices and strengthening our community.

SUMMARY OF THE POSITION: Corazón Healdsburg is hiring a full-time salaried **Grants & Development Coordinator** who will write compelling grant applications to corporate, foundation and government grant opportunities as well as prepare timely grant reports. As part of the Development team, the Coordinator will also assist with fundraising events and donor stewardship. He/She/They will report to our Associate Director of Development and be an integral member of the Corazón team.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Grant Writing and Foundation Relations

- Manage a portfolio of grants and contracts, including foundations, corporate and government grants
- Adhere to all grant application and report deadlines

- Write and submit grant proposals, letters of inquiry, reports and other documents
- Work in partnership with program and Finance/Operations team to gather required information for budgets, program outcomes, client data and stories
- Initiate, maintain and steward relationships with grant funders
- Track all grants through our Salesforce database and Asana calendars
- Maintain knowledge of relevant grant opportunities and perform regular grant research

Fundraising Events

- Support fundraising events throughout the year, including our annual fundraiser, Event of the Heart, and donor cultivation gatherings which may include but are not limited to:
 - Donor communications and invitations
 - Working with graphic designer to produce print materials
 - Working with vendors
 - Other duties as assigned

Donor Stewardship

- Supporting the donor stewardship/recognition program including acknowledgements, thank you calls, communications, and donor appreciation activities/events.
- Recording all actions in and leveraging our database of record, Salesforce, to track all donor contact and engagement.

Administrative

- Tracking and being accountable for Corazón's annual grant calendar in partnership with Associate Director of Development
- Meeting at least weekly with Associate Director of Development
- Working closely with all members of the Corazón team

REQUIRED QUALIFICATIONS:

Strong affinity for Corazón's mission

Bachelor's Degree

2-3 years' work experience in grant writing and reporting

Effective oral and written communications skills

Demonstrated ability to write accurately, persuasively, concisely, and technically

Strong attention to detail, time management skills and adherence to deadlines

Database or CRM experience mandatory; Salesforce experience a huge plus

Comfortable working independently and managing projects via phone, email and video conference

Demonstrated ability to work as part of a team and with people from a variety of different racial, ethnic, socioeconomic, educational, religious, sexual, gender, and generational backgrounds.

Core computer skills in Microsoft programs including Word, Excel, PowerPoint, and Outlook

Flexibility to work occasional evenings and weekends

Spanish language fluency a huge plus

Must complete a DMV and criminal background check; and pass a criminal record clearance that includes fingerprinting through the Department of Justice

PHYSICAL DEMANDS: Must be able to sit at a desk. Must be able to do phone or computer work for blocks of time. Must be able to communicate verbally. Must be able to lift and move paperwork, files, and computer equipment up to 25 pounds. While performing the duties of this job, the employee is regularly required to walk, sit; use hands to handle objects/operate keyboards; reach with hands and arms; stoop, kneel, and crouch; talk and hear. 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.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This position holds regular office hours remotely or in our location at the Healdsburg Community Center. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The position may require light travel to various locations throughout Sonoma County.

OTHER DUTIES: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that is required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

HOW TO APPLY: Please send a resume and cover letter to Dominique Petersen, Associate Director of Development at dominique@corazonhealdsburg.org.