

## **Open Doors Academy**

### **Grant Administrator**

**Position:** Grant Administrator

**Reports to:** Fund Development Director

**Purpose:** The Grant Administrator is responsible for the distribution of the annual mailing campaign, grant reporting for foundations and government grants, writing proposals, pitching prospects, coordinating committees, managing lists, assisting with special events, marketing and public relations, and tracking donations.

**Responsibilities:**

- Effectively respond to individual donors' inquiries through written correspondence, telephone contact, personal contact and e-mail, assuring the donor that their needs are processed immediately upon request
- Process all donations daily; receive and input donation information in donor perfect database system
- Generate acknowledgments for all gifts to individual donors within 48 hours of receipt of gift.
- Work with the Fund Development Director to ensure that protocols for gift acknowledgments are maintained at all gift levels.
- Perform regular maintenance in the database, including updating donor records; processing account code and donation changes, and keeping organized paper records for reconciliations, audits and general hard copy history.
- Coordinate grant applications, including the writing and collection of supporting materials (program metrics, budget, financial statements)
- Writes reports to foundations and other funders.
- In conjunction with the Fund Development Director and Executive Director, create a strategy for developing and cultivating funding relationships with private and corporate foundations.
- Assists the Fund Development Director and Executive Director as necessary in developing and cultivating relationships with corporations, foundations, government agencies, and individual donors.
- Assists with writing government funding proposals.
- Assists with fulfilling the compliance and reporting requirement for government contracts.
- Researches and identifies new funding prospects.
- Maintains and implements funding calendar activities, including cultivation activities.
- Assists with the coordination of special events as required.
- Responsible for public relations, media, press releases, and other PR related promotions.
- Performs other duties as required.

**Qualifications:**

- BA in journalism, English, creative writing, sociology, or related field.
- One to three (1-3) years of progressively responsible experience in development, with a proven record of accomplishment in securing institutional funding from the foundation & corporate community as well as from government sources.
- Exemplary writing skills.
- Experience working for a social service agency or educational organization.
- Ability to develop positive relationships with foundation (and corporate) staff as well as Grand Street Settlement (GSS) program staff.
- Ability to develop a portfolio of new prospects.
- Strong budgetary and planning skills.
- Familiarity with fundraising databases, particularly Donor Perfect.
- Ability to respond quickly to new fundraising opportunities and to changing priorities.
- Familiarity with the New York City philanthropic community.
- Excellent verbal and interpersonal skills.
- Capacity to work independently and as part of a team to fulfill goals of the department.
- Solid problem-solving skills.
- Flexibility and ability to adapt to shifting duties while maintaining focus and follow-through.
- Ability to work professionally in a deadline-driven environment.
- Excellent organizational and time-management skills, with attention to detail, accuracy, and pacing.

To apply for this position, please submit a cover letter, resume, three references, a sample lesson plan and salary expectations to [humanresources@opendoorsacademy.org](mailto:humanresources@opendoorsacademy.org). Please include the position title in the subject line of the email. Thank You. Resumes will be accepted through August 1, 2010.