Title: Fund Development Coordinator

Salary: $45,000–$55,000 DOE
Full-Time (exempt, varied hours); Benefits Package

Job Summary:

Arrive Utah leads a network of communities and partners focused on creating high-impact, poverty reduction systems to help families permanently leave poverty. Arrive Utah provides training, technical assistance, consulting, coaching, community assessments, and networking opportunities to their network. Arrive Utah is a young organization and has supported the expansion of the Circles Initiative in six counties in Utah since its start in 2016. Arrive Utah will continue to support the Circles Initiative in Utah and plans to expand its reach to other communities, organizations, and individuals interested in reducing poverty.

The Fund Development Coordinator will identify, solicit, and cultivate new funding sources for Arrive Utah; create and manage annual strategic plans for fund development; lead the coordination for statewide Circles Initiative grant requests; introduce Arrive Utah to potential corporate partners; and take part in other related activities.

Primary duties include, but are not limited to:

• Identify, solicit, and cultivate new funders for Arrive Utah
• Lead strategic planning for all fund development activities (grants and giving)
• Create and oversee an efficient process of understanding grant opportunities, delivering high-quality proposals, and submitting reports consistent with contract guidelines
• Oversee Circles' statewide grant applications and contracts
• Coordinate any joint Utah Circles Initiative proposals
• Create and edit funder correspondence and related materials
• Coordinate approaches to potential institutional and individual funders
• Oversee funder updates and reports
• Strategically identify and help secure needed resources for the organization and its mission
• Manage all funder and donor relations

Additional skills, abilities, and other requirements:

• Skilled networker who communicates easily with leaders from various sectors
• Ability to bridge class lines between low-, middle- and upper-income sectors
• Highly effective communication, negotiation, and interpersonal skills (both written and verbal)
• Excellent writing, editing, and research skills
• Strong administrative skills, ability to multitask, and detail-oriented
• Maintain a positive work atmosphere by behaving and communicating in a manner that fosters good relations with stakeholders, clients, coworkers, and supervisors
• Treat partners, funders, coworkers, and the public in a respectful and courteous manner at all times
• Provide for the confidentiality of all services and communications, both written and verbal
• Ability to stay relaxed in the face of other people’s distress
• Ability to provide one’s own reliable transportation
• Strong organizational skills in managing complex tasks with autonomy
• Ability to travel throughout the state and within the local area
• Ability to work a flexible schedule (will primarily work business hours, but evenings and weekends may be required at times)
• Consistent work attendance
• Ability to write and speak passionately on ending poverty

Education and experience:

• Four-year degree in a related field
• Minimum of three years of successful fundraising and development experience, especially with major gifts experience
• Minimum of three years of successful grant-writing experience

---------- Or combination of the above-stated education and experience, paid or non-paid-------

• Proficient with Microsoft Office Programs (especially Word and Excel)
• Experience working with low-income families and community services preferred
• Familiarity with Pay for Success and endowments preferred

This job description is not intended to be all-inclusive. The employee will also perform other reasonably related business duties as assigned by supervisory personnel.

To apply:

• Complete Community Action’s job application packet found on our website at https://www.arriveutah.org/employment-opportunities-2019
  o Employment Application
  o General Narrative for Employment
  o Reference Release
• Send a current resume
• Send a summary of your successful fundraising campaigns and efforts with totals raised
• Email all required documents to Jen Nibley at jen@arriveutah.org with the subject "Fund Development Coordinator Application, [Your Name]." PDF format is preferred.

Persons interested in this position must complete and submit the entire job application and other required documents. Position will remain open until filled.

Community Action Services and Food Bank is an equal opportunity employer.