

TURNING POINT OF LEHIGH VALLEY, INC.
JOB DESCRIPTION

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| Title: Corporate and Foundation Grant Specialist | Hours: 20 |
| Pay Grade: 1 | FLSA Classification: Non-Exempt |
| Supervisor: Director of Advancement | Position Type: Part-Time, Non-essential, Remote |

POSITION SUMMARY:

The Corporate and Foundation Grant Specialist works closely with and reports to the Director of Advancement to develop, implement, and support a comprehensive grants program for Turning Point of Lehigh Valley. Primary responsibilities include researching funding opportunities, writing grant proposals, managing grant reporting, and cultivating relationships with foundation and corporate funders. This position is responsible for securing funding through grants to support the organization's programs and services. This remote position requires occasional availability during evening and weekend hours, as necessary, to meet community needs and may require occasional in-person attendance for key meetings and events.

LEVEL 1

CRITERIA:

All employees beginning employment with the agency or moving from another team within the agency to the Corporate and Foundation Grant Specialist position will be a Level 1.

TASKS:

- Complete 45 hours of New Advocate Training within (3) months of the date of hire.
- Complete an additional (10) hours of training on domestic and intimate partner abuse issues annually.
- Ability to obtain Virtuous Administrative Certification within 30 days of hire.

- Assist in reaching the goals for the agency's annual work plan and strategic plan.
- Demonstrate:
 - A working knowledge of domestic abuse and intimate partner issues, the empowerment philosophy, and trauma-informed practices.
 - Knowledge of and adherence to all agency policies, procedures, and Code of Professional Responsibility.
- Serve as part of the staff team in direct program service provisions including, but not limited to, Helpline and office/telephone coverage.
- Attends and actively participates in all monthly staff meetings, monthly team meetings, and bi-weekly supervision meetings, and provides daily summary of completed work.
- Assist with other duties in furtherance of the mission of Turning Point, as may be needed and required, within the agency.
- Submit, at minimum, 2 grant applications per month.
 - Research and identify grant opportunities from foundations, corporations, and government agencies that align with the organization's mission and programs.
 - Develop and maintain relationships with foundation program officers and other funding representatives.
 - Coordinate with program staff to gather necessary information for grant applications and reports.
 - Develop and write compelling grant proposals, applications, and supporting materials in a timely manner.

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- Maintain a grants calendar in Virtuous CRM to track application deadlines, reporting requirements, and renewal opportunities.
 - Monitor grant expenditures in collaboration with the finance department.
 - Generate and prepare reports on grant performance, including success rates, funding secured, pending applications, and outcomes, using Virtuous CRM and other tools for the Director of Advancement, Executive Director, and Board of Directors.
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- Participate in the development of organization's annual fundraising plan.
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LEVEL 2

CRITERIA: A Corporate and Foundation Grant Specialist Level 2 will be proficient in and consistently complete all Level 1 tasks for at least twelve (12) months and:

- Demonstrate initiative during at least the prior three (3) months to proficiently assume and complete Level 2 responsibilities; and
- Continue to demonstrate consistent proficiency in all Level 1 tasks; and
- Has not had any corrective notice provided within 3 months of their anniversary date.

TASKS:

- Serve as a resource to co-workers and volunteers in problem-solving related to grants and foundation funding.
- Provide reports and training to co-workers as part of agency staff meetings or other scheduled forums.
- Support the Development Committee meetings and Ad-Hoc committee meetings related to grants.
- Implement and measure outcomes of strategic initiatives for securing foundation and corporate grants.
- Research information on cultivation initiatives with a special emphasis on pursuing strategies to secure or increase giving from foundations and corporations.
- Provide analysis and research strategies for existing funders to effectively move through a meaningful cycle of giving.
- Cultivate collaborative programs in consultation with staff members of Turning Point and external community partners to develop grant-funded initiatives.
- Coordinate the development and integration of grant opportunities and messaging for publications, grant submissions, reports, and materials.
- Draft complex grant applications and reports to secure financial support.
- Analyze and recommend new ways to cultivate, secure, and increase foundation and corporate support.
- Develop advanced reporting capabilities in Virtuous CRM for grant tracking and analysis.

LEVEL 3

CRITERIA: A Corporate and Foundation Grant Specialist Level 3 will be proficient in and consistently complete all Level 1 & 2 tasks for at least two (2) years and:

- Demonstrate initiative during at least the prior six (6) months to proficiently assume and complete Level 3 responsibilities; and
- Continue to demonstrate consistent proficiency in all Level 1 & 2 tasks; and
- Has not had any corrective notice provided within 3 months of their anniversary date.

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TASKS:

- Identify best practices in grant management and assist in updating agency materials and protocols to reflect these practices.
- Develop and implement automated workflows in Virtuous CRM to enhance grant management processes.
- Create a quarterly plan based on grant performance and outcomes of strategic initiatives.
- Report on ways that our agency can manage, allocate, and leverage resources in order to invest in grant activities with the highest return.
- Develop and integrate the grant opportunities and messaging in publications, grant submissions, reports, and collateral materials.
- Represent Turning Point's interests on local, regional, and statewide task forces and committees related to grants and funding opportunities.

QUALIFICATIONS:

- At least two years of experience in grant writing, foundation relations, or related fundraising roles.
- Demonstrated success in securing grant funding.
- Working knowledge of CRM databases, with Virtuous CRM experience preferred.
- Fluency in English and another language is preferred.
- Proficiency in Microsoft Office Suite, particularly Word and Excel.
- Excellent writing, editing, and research skills.
- Strong attention to detail and ability to meet deadlines.
- Knowledge of foundation and grant research resources.
- Experience with Educational Improvement Tax Credit (EITC) and similar tax credit programs preferred.
- Ability to work effectively in a remote environment with strong self-management skills.
- Experience with virtual collaboration tools and video conferencing platforms.
- Reliable internet connection and appropriate home office setup.

PHYSICAL TASKS:

- Ability to work in a home office environment.
- Ability to sit for extended periods while working on a computer.
- Have the emotional ability to participate in virtual presentations and meetings.
- Have the emotional ability to work with clients in trauma through virtual means.
- Regularly speak clearly so listeners can understand as well as understand the speech of another person through virtual communication.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the above referenced tasks.

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This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature:

Date:

Authorized Signature:

Date:

Turning Point of Lehigh Valley is an Equal Opportunity Employer

Submit application to: hr@turningpointlv.org