



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

NORM WAITT SR. YMCA JOB DESCRIPTION

Job Title: **Grant Specialist**

Status: Non-Exempt

Reports to: CEO

Department: Administration Office

Revision Date: January 26, 2024

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living, and social responsibility. The Grant Specialist at the Norm Waitt Sr. YMCA intentionally fosters a cause-centered culture that is welcoming, genuine, hopeful, nurturing, and determined. This position works with the CEO, Executive Assistant to the CEO, Senior Directors and Directors to assist in all aspects of fund development through various state, federal and private grants to advance the YMCA's mission and strengthens the community.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

- Serves as a grant writer for the association, which includes preparing, submitting, and managing assigned grant proposals to support the philanthropic efforts of the Y.
- Effectively coordinates assigned responsibilities with the CEO, CFO, Executive Assistant to the CEO, Senior Directors, and the program team, ensuring all grant-related activities are assigned and completed according to expectations.
- Works collaboratively with the Executive Assistant to the CEO, Senior Directors, and the program team to ensure successful fund development while creating new and innovative ways to strengthen the Siouxland community.
- Works a hybrid schedule including in-office and work from home options with variable hours as needed.
- Is available for in-person meetings as necessary and works on site often enough to build productive relationships with co-workers and staff members.
- Is responsible for establishing and managing a comprehensive process for timely and accurate grant evaluation, quality compliance, project, and program fulfillment.
- Is responsible for weekly reports to update the progress of grant research and tracking of each grant.
- Research potential funders, (e.g., foundations, corporations, state and federal) and build strong, strategic relationships with current and prospective partners inside and outside the Y.
- Effectively communicates community benefit and the Y's impact for all stakeholders (e.g., staff, volunteers, members, community leaders) and maintains an efficient and effective tracking and reporting system that supports the financial development efforts of the Y.
- Reports the sources, uses, and management of donated funds to constituents to preserve and enhance confidence in the organization.
- Participates in supporting all levels of staff in engagement of annual giving strategies and activities.
- Stewards and builds relationships with local, regional, state, and federal funders.
- Plays a supporting role in the coordination of all YMCA fundraising events.
- Works with program, financial, and branch staff to understand programs, report impact and results to grantors.
- Maintains accurate records related to grant applications, grant awards, and grant reporting.
- Assists in the development of messaging around YMCA impact in our community.
- All other duties as assigned.

The Y: We strengthen the community through youth development, healthy living, and social responsibility.

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LEADERSHIP COMPETENCIES:

- Communication & Influence
- Emotional Maturity
- Project Management
- Philanthropy
- Functional Expertise

QUALIFICATIONS:

- Bachelor's degree in business or equivalent preferred.
- Two or more years professional experience with a background in fund raising, grant writing, and impact reporting, preferably in a non-profit agency.
- Proficient in all standard business software.
- Motivated self-starter, works well independently and within a team.
- Excellent communication and interpersonal skills.
- Ability to multitask efficiently.
- Creative thinking and problem solving.
- Proficient organization
- Prefer knowledge of, and previous experience within fundraising through grants.
- Advanced written and verbal communication skills. Bilingual is a plus.
- High level of attention to detail
- YMCA Team Leader Certification preferred.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- 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.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach, and must be able to move around the work environment.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.

SIGNATURE:

Today's date: _____

I have reviewed and understand this job description.

Employee's name

Employee's signature

Supervisor's name

Supervisor's signature