



Job Description

TITLE: Development Officer - Grants

DEPARTMENT: Development

REPORTS TO: Donor and Engagement Director (DED)

WORK LOCATION: Sheltering Wings, some remote work is possible

DIRECT REPORTS: None

COMMITTEE INVOLVEMENT: Development Committee

POSITION OBJECTIVE: At Sheltering Wings (SW), our services for survivors escaping domestic abuse are reliant on a competent and compassionate staff, adaptable operations and inclusive practices. The Development Officer (DO) primary responsibility is to implement grant processes including funder research, proposal and/or letters of intent writing, applications, reporting, and deadline management of all grants. This position is responsible for cultivation and stewardship of funder relationships and identifying prospective funders. The Officer will work closely with the DED and Program Director (PD) to identify, write and report on all grants and ensure compliance with grant goals and guidelines once awarded.

ROLES & RESPONSIBILITIES:

Specific Duties:

- Completes grants processes at all stages including writing, submitting, assessing, tracking, payment/check requests, and reports with regard to organizational, funder and legal requirements.
- Oversees terms and conditions for grant award letters and agreements. Communicates expectations and works with team to ensure compliance and proper tracking.
- Attends grant and compliance training and meetings provided by government and other funding entities.
- Maintains records of funder activity, and grant files in the CRM and on internal network.
- Works with program leadership to ensure direct service staff document client data in client CRM, track expenses and implement other data entry and reporting, to ensure the accuracy and integrity of data for grant reporting purposes.
- Routinely pulls needed data for grant applications, reports and organizational stats shared with board, community, and others.
- Participates in research pertinent to grant due diligence, ongoing review, and claims.
- Supports leadership, finance and communication functions; by preparing data and reports from information maintained in the grant files or other sources of information.
- Maintains a portfolio of current and prospective funders.
- Builds and fosters funder relationships.

QUALIFICATIONS FOR THE POSITION

Required:

- Bachelor's degree in non-profit administration, business administration, English, or similar field with 3+ years' experience working in structured organization.
- In lieu of a degree, 5+years' experience working in a structured organization.
- 2+years' experience working with grant administration and/or fundraising.
- Proven proficiency in all Office 365 Products and ability to learn new software.
- Excellent interpersonal skills (listening, coaching and leadership).
- Excellent critical thinking and problem-solving skills.
- Proven experience in a professional environment requiring organizational, computer, written and oral communication skills.
- Ability to work some evenings and weekends, as required.
- Ability to multi-task, delegate and prioritize tasks.
- Must have valid a valid driver's license and insurance approval to drive company vehicle.
- Honor SW Mission, Vision and Statement of Faith.
- Must maintain composure and professionalism in highly stressful situations and balance multiple priorities effectively.

Preferred but not required:

- Prior grant experience with government sectors and/or United Way.

- Prior experience in foundations, nonprofits or the private sector.
- Prior experience with donor and/or client CRM (Raisers Edge, ClientTrack)

The above description covers the most significant duties performed to fulfill the mission of SW but does not restrict leadership's right to assign or reassign other reasonable duties, responsibilities, or expectations to this job at any time, with or without advance notice. The information contained in the job description is for compliance with the American with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

Physical Requirements of Position:

Must be able to sit and stand for extended periods of time as well as have the ability to walk or move about the grounds of SW as needed. Must be able to operate a vehicle for travel to and from donor or community meetings in Central Indiana, with access to provide own transportation. While performing the duties of this job, the employee is regularly required to communicate, converse with others, express oneself and exchange information.

Equal Employment Opportunity Statement:

SW is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

Status: Exempt, Full Time

Approved by: Board of Directors

Last Modified: February 2025