POSITION SUMMARY

A Grant Specialist at the YMCA of Rock River Valley 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 is a job shared position and serves as a member of the Y’s development team and champions the Y’s philanthropic endeavors by providing strategic leadership in financial development to advance the YMCA’s mission and position the YMCA as a ‘charity of choice.’ This position serves as a primary grant writer for the association; assists the Governing Board, branch advisory boards, and association staff with fundraising initiatives throughout the year; and stewards the Y’s cause, promoting and protecting the brand and reputation as a global, inclusive organization within the community.

LOCATION

SwedishAmerican Riverfront YMCA

200 Y Blvd.

Rockford, IL 61107

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.

OUR COMMITMENT TO DIVERSITY, EQUITY AND INCLUSION

The Y is made up of people of all ages, from all walks of life, working side-by-side to strengthen communities. Together, we strive to ensure that everyone, regardless of ability, age, cultural background, ethnicity, faith, gender, gender expression, gender identity, ideology, income, national origin, race or sexual orientation has the opportunity to reach their full potential with dignity. Our core values are caring, honesty, respect, responsibility and faith — they guide everything we do.

OUR COMMITMENT TO YOUTH PROTECTION

The YMCA of Rock River Valley has a responsibility to provide safe and secure programs and services for our community. The YMCA is a leader in child abuse prevention to support the safety of children in our care.

• You'll support the commitment of the YMCA to child abuse prevention by:

• Report any items that may provide a health or safety hazard to staff, members or guests to your supervisor.

• Follow all policies and procedures related to keeping children safe in our facilities and programs, including those related to the monitoring and supervision of children.

• Report any suspicious behavior and violation of policy and procedures to your supervisor.

• Complete all child abuse prevention training as required.

ESSENTIAL FUNCTIONS

1. 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.

2. Effectively coordinates assigned responsibilities with the CAO, finance, and the program team, ensuring all grant-related activities are assigned and completed according to expectations.

3. Works collaboratively with program staff, finance staff, and advancement staff members.

4. Works a hybrid schedule including in-office and work from home options with variable hours as needed.

5. Is available for in-person meetings as necessary and works on site often enough to build productive relationships with co-workers and staff members.

6. Is responsible for establishing and managing a comprehensive process for timely and accurate grant evaluation, quality compliance, project and program fulfillment.

7. Researches potential funders, (e.g., foundations, corporations) and builds strong, strategic relationships with current and prospective partners inside and outside the Y.

8. 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.

9. Reports the sources, uses, and management of donated funds to constituents to preserve and enhance confidence in the organization.

10. Participates in supporting all levels of staff in engagement of annual giving strategies and activities.

11. Stewards and builds relationships with local, regional, state, and federal funders.

12. Plays a supporting role in the coordination of all YMCA fundraising events.

13. Works with program, financial, and branch staff to understand programs, build logic models, report impact and results to grantors.

14. Maintains accurate records related to grant applications, grant awards, and grant reporting.

15. Assists in the development of messaging around YMCA impact in our community.

16. Ensures a strong focus on character development and diversity, equity and inclusion throughout programming.

17. Reports damaged equipment or safety hazards promptly.

18. Performs any other functions necessary for the smooth and efficient operation of the YMCA of Rock River Valley.

QUALIFICATIONS

• Bachelor’s degree in a related field or equivalent education/experience.

• Five or more years of professional experience with a background in fund raising, grant writing, and impact reporting, preferably in a non-profit agency.

• Familiarity with fundraising techniques and strategies.

• Excellent verbal and written communications skills, particularly the ability to read, analyze, write, and edit reports according to prescribed style/format and correspond with external businesses and community members.

• Ability to work cooperatively, prioritizing resources and effort, to complete tasks in a timely fashion while managing multiple priorities.

• Ability to communicate effectively to community leaders and diverse groups of people from all social and economic segments of the community.

• Ability to effectively present information and respond to questions from groups of managers, peers, volunteers, customers and the general public.

• Ability to meet deadlines, as well as the ability to collect data, establish facts and draw valid conclusions, reason and solve problems.

• Ability to develop and use spreadsheets and standard business software systems.

• Awareness of and familiarity with donor management software and state and federal granting portals.

• CPR, AED and First Aid Certifications required within 90 days.

• Praesidium Academy trainings.

• YMCA Leader Team Leader certification preferred.

• Prefer knowledge of, and previous experience with, diverse populations.

• Proven track record of developing authentic and deepened relationships with others.

SCHEDULE & COMPENSATION

Full Time, Exempt, Partially Grant-Funded

Monday-Friday, 9 am-5 pm

$50,000 per year

Pay is based on experience and functional knowledge.

The Y is proud to be an Equal Opportunity Employer. We offer more than just a job, rather the opportunity to make a lasting difference in the lives of those around you. The Y offers work/life balance, and excellent membership & program benefits.

• Complimentary YMCA Membership

• Program Discounts

• 8% Retirement contribution following 2-year vesting requirement

Apply at https://rockriverymca.clearcompany.com/careers/jobs/0995365c-ef90-aa71-a726-e13bf162d102/apply?source=2904009-CJB-0