



Clay Center

Grants & Projects Developer

Department: Development

FLSA Status: Exempt

Grade/Level:

Work Schedule:

Monday-Friday, 8:30am-5:00pm

Occasional evenings, weekends, and holidays are required.

Job Status: Full Time

Reports To: Vice-President of Development and President & CEO

Amount of Travel Required: 10%

Positions Supervised: None

POSITION SUMMARY

Lead the identification, research, and writing of grants that support the Center's various operating, programmatic and capital needs and projects. Work closely with VP of Development and the CEO, as well as other lead staff, on the conceptual development and matching of potential grantors to specific needs for the purpose of developing coherent, compelling and successful grant applications. Assist in the administration of the "Clay Center Impact Grant" program.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Develop an annual strategic grant writing plan for government (local, State and Federal), corporate foundation, private foundation, and community (public) foundation funding.
- Work with the VP of Development to create a standard grant application.
- Work with all respective directors of individual units of the Clay Center to methodically align programs and projects to meet relevant funding needs and grant guidelines.
- Work with the President & CEO on special projects, as needed.
- Develop and implement a process for reporting grant activities to the Board of Directors and the community.
- Maintain an annual grants seeking calendar.
- Ensure timely completion and submission of all required interim and final reports for open grant awards, and when possible, provide additional reports to funders beyond those that are required.
- Coordinate with various Clay Center teams to ensure the full and accurate collection of all data required to track progress of various ongoing grant funded programs.
- Keep clear, up-to-date and accurate physical and electronic records of all submissions, awarded grants, reports and all other relevant documents.
- Monitor budget expenditures for grant compliance, preparing and submitting requests for reimbursements and preparing required financial reports and budget adjustments for grant awards.
- Serve as liaison to agencies providing grant funding.
- Serve on the review committee for the Clay Center Impact Grant program.

- Keep abreast of national trends across the music, science, museum, visual arts, and performing arts fields.
- Perform research to identify new potential grant funding sources on the local and national levels.
- Other duties, as assigned.

POSITION QUALIFICATIONS

Competency Statement(s)

- Leadership - Ability to influence others to perform their jobs effectively and to be responsible for making decisions.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Accuracy - Ability to perform work accurately and thoroughly.
- Autonomy - Ability to work independently with minimal supervision.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Presentation Skills - Ability to effectively present information publicly.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.

SKILLS & ABILITIES

Education : Master's Degree

Experience : Three to seven years related experience

Computer Skills

Proficiency in MS Word, Excel, Outlook, and PowerPoint; experience with The Raiser’s Edge, preferred.

Other Requirements

This position will assume a leadership role in each of the major steps of securing and administering grant funding including: 1) Undertaking prospect and pre-development work 2) Writing proposals, including strong budget and evaluation components and 3) Maintaining relevant communications with funders through interim and final reports or other required means.

PHYSICAL DEMANDS

Physical Demands		Lift/Carry	
Stand	O (Occasionally)	10 lbs or less	O (Occasionally)
Walk	O (Occasionally)	11-20 lbs	O (Occasionally)
Sit	O (Occasionally)	21-50 lbs	O (Occasionally)
Handling / Fingering	O (Occasionally)	51-100 lbs	N (Not Applicable)
Reach Outward	O (Occasionally)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	Push/Pull	
Climb	N (Not Applicable)	12 lbs or less	O (Occasionally)
Crawl	N (Not Applicable)	13-25 lbs	O (Occasionally)
Squat or Kneel	O (Occasionally)	26-40 lbs	O (Occasionally)
Bend	O (Occasionally)	41-100 lbs	N (Not Applicable)

- N (Not Applicable)** Activity is not applicable to this occupation.
- O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

WORK ENVIRONMENT

Indoors-Climate Controlled Atmosphere

Prepared by: _____ Date: _____

Approval Signature: _____ Date: _____

Employee Signature: _____ Date: _____

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.