

Position: Advancement Coordinator (Salaried, Full Time)

Pay Grade: 4

Summary

The Advancement Coordinator will assist with researching and preparing grant proposals, and tracking and reporting results for government, corporate, private foundation, and United Way grants. The role will also provide professional administrative support to the Chief Executive Officer. Serve as liaison to the Board of Directors and manage board communication and coordination on behalf of the CEO.

Grant Responsibilities: (60%)

Essential functions may include, but are not limited to the functions listed below.

- Researches and identifies new funding opportunities to match organization/program priorities.
- Coordinates and prepares grant applications/proposals for government, corporate, private foundations, and United Way.
- Coordinates and prepares grant reports for government, corporate, private foundations, and United Way.
- Manages a shared calendar for application/proposal, and report deadlines.
- Coordinates the grant application/proposal and reporting process to ensure all narrative content, financial information, and other required documentation is received for a timely submission. Includes giving staff adequate notice of information that will be required from them, with clear deadlines.
- Works closely with Director of Grants and Data Management to plan and provide appropriate funder stewardship.

Data Management Responsibilities: (15%)

Essential functions may include, but are not limited to the functions listed below.

- Assists with capturing, reporting, and distributing data.
- Uses Blackbaud to cultivate and steward relationships with public and private funding partners.
- Works closely with Director of Grants and Data Management to ensure accuracy and integrity of data.

Executive Support and Board Engagement Responsibilities: (25%)

Essential functions may include, but are not limited to the functions listed below.

- Serves as staff support for the Board of Directors and Executive Committee for the Board.
- Communicates information regarding meetings, activities and scheduling needs
- Maintains Board records including necessary forms, agendas and minutes
- Provides support the CEO with board relations including calendar management, correspondence, filing, communication and meeting preparation.

- Manages board communication tool(s), including preparation of Board Orientation Manuals, Board attendance forms, Board meeting packets and any other Board related projects.
- Other duties as assigned

SUPERVISION

This position reports directly to the Director of Grants and Data Management and serves at the YWCA Downtown office located at 6 North 5th Street, Richmond, VA 23219. During the COVID-19 pandemic, this position can work remotely with access to high speed internet or in the office, following YWCA Richmond's COVID protocols.

QUALIFICATIONS

Education:

- Bachelor's Degree from a four-year college or university in a related field or equivalent experience.

Experience:

- 2 years of experience in development, grant writing, grants administration
- Experience working for and/or with state agencies and nonprofit organizations preferred

Skills/ Requirements

- Excellent oral and written communication skills
- Ability to develop and maintain networks and relationships
- Ability to work closely with program teams to ensure accurate and timely reporting of data
- Ability to work with a diverse team to ensure compliance with all requirements and funding restrictions
- Close attention to detail with strong organizational and project management skills
- Ability to track, meet, and maintain a variety of deadlines
- Ability to analyze and interpret data
- Ability to work independently and is self-motivated

All employees must demonstrate their understanding of the critical role volunteers play in helping YWCA Richmond achieve our mission by providing volunteers the resources and training needed to be successful, offering meaningful experiences, treating them with respect, and clearly communicating needs and impact of their contribution to the work of the organization.