**OUR Center**

**Outreach United Resource Center**

| Job Title: | Grant Writer / Development Assistant |
| Reports To: | Development Director |
| Location: | 220 Collyer Street |
| Travel Required: | Driving Required |
| Longmont, CO 80501 | Position Type: Full-time, Non-Exempt |
| Rate of Pay | $20 - $25 / Hour |

**Position Summary:** This is a full-time, dual-role position with a focus on writing proposals for both unrestricted operating revenue and restricted projects, as well as on helping to produce fundraising events that support donor creation and retention while meeting budgeted expectations. This position is responsible for grant writing and reporting, assisting the Development Director in maintaining donor records, assisting with special events, provide general administrative support for the OUR Center’s Development Department and is required to attend all staff, fundraising, and event committee meetings.

**Responsibilities/Accountabilities:**

The following is to be performed while adhering to OUR / Aspen Center operational policies, procedures, and safety rules.

**Grant Writing - Summary of Responsibilities**

- Researches, locates, analyzes, prioritizes, and contacts corporate and foundation funding sources to identify corporate and foundation prospects and apply for grant funds
- Works with Accounting Department, Family Development Services Director, and Family Development Services Manager to gather information necessary to report to corporate/foundation funders on current grant programs
- Prepares complex grant applications, writes narratives and compiles required paperwork to maximize opportunities for financial support for the OUR Center
- Complies with all grants reporting as required by government, foundation, and corporate donors
- Coordinates appointments for Executive Director and Development Director with foundation officers and other prospects as necessary, arranges for onsite tours for supporters (foundation officers, foundation trustees)
- Maintain current records in database and in paper files, including grant tracking and reporting
- Assist with other fundraising projects and outreach activities as requested.

**Event Coordination - Summary of Responsibilities**

- Assists Development Director in planning, coordinating, and implementing special events.
- Works with Development Director on promotions and marketing with such tasks as:
  - Logistics
  - Obtaining event sponsors
  - Creating and maintaining vendor relations
  - Assembling sponsor packets
  - Creating and maintaining detailed event databases
**OUR Center**  
*Outreach United Resource Center*

- Assists with the day-to-day operation and maintenance of a database containing up-to-date donor records.
- Assists the Development Director in marketing and communication tasks, including but not limited to OUR Center website maintenance, social media posts and maintenance (Facebook, Twitter, LinkedIn, Instagram).
- Demonstrates high commitment and display of high-quality services run by the principles of equity, diversity, and inclusion.
- Performs other duties as assigned

**Minimum Education Requirements and Qualifications:**
- Bachelor’s Degree from an accredited college or university in business, marketing, nonprofit management, or related field
- Minimum of three years’ experience in event planning or nonprofit fundraising
- Minimum of five years of experience writing technical reports and/or researching and applying for grant funds
- Proactive in grant research and donor relations.
- Contributes creative ideas to Fundraising team.
- Proficiency in Microsoft Office products.
- Proficiency in basic math functions
- Ability to lift 50 pounds
- Ability to sit for extended periods of time
- Administrative experience, including data entry
- Valid Colorado driver’s license
- Available to work some evenings and weekends.
- Excellent communication (verbal and written), problem solving, listening, and interpersonal skills, with the ability to develop and maintain positive work relationships.
- Demonstrated ability to apply culturally appropriate skills in interactions with participants, co-workers, volunteers, partner agencies, and other community members.
- Work ethic that exemplifies enthusiasm, teamwork, and self-motivation.
- Excellent organizational skills, attention to details, and possess strong time management skills
- Self-starter and ability to work independently, efficiently, effectively, and multi-task in a fast-paced environment
- Flexible, proactive, adaptable, and able to work in a fast-paced, changing environment.
- Ability to work as an effective and collaborative team player.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. Leadership reserves the right to assign or reassign duties and responsibilities to this position at any time as needed by the organization. This job description does not constitute an employment agreement between the OUR Center and the employee.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

<table>
<thead>
<tr>
<th>Reviewed By</th>
<th>Marc A Cowell, Executive Director</th>
<th>Date</th>
<th>12/15/2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved By</td>
<td>Marc A Cowell, Executive Director</td>
<td>Date</td>
<td>12/15/2021</td>
</tr>
</tbody>
</table>

The OUR Center offers a competitive benefit package to its full-time employees.