Position Summary: Local nonprofit seeks high-energy, creative, detailed-oriented, and results-focused Director of Grants who is passionate about improving the lives of those affected by cancer by supporting cancer patients, caring for caregivers, and empowering survivors. This position is responsible for generating 20% of budgeted organization revenue through persuasive, accurate, outcome-based, and data rich proposals. In addition to re-submitting all grants from previous years (with increasing grant amounts), new funding must be secured annually by conducting targeted research, including accessing the Grant Gopher platform on a regular basis. This position is also responsible for timely and accurate reports required by funders, as well as maintaining strategic relationships with funders. Must actively collaborate with the Client Program team to maintain up-to-date knowledge of programs and services, help develop strategic partnerships to strengthen funding proposals, and explore new funding opportunities (including those with collaborative partners). Must be an enthusiastic team player who communicates effectively with all stakeholders, and builds positive rapport with staff from all departments. Experience securing government grants is preferred.

Essential Duties and Responsibilities:

- Responsible for meeting annual fundraising goals.
- Responsible for creating grant proposal templates to foundations, corporations, organizations, family trusts, United Way, and government entities.
- Maintains and implements funding calendar, including cultivation activities throughout the year.
- Complies with all grant reporting and updates by strictly adhering to reporting timelines required by donors and by working closely with staff from the finance and program teams.
- Maintains a comprehensive understanding of CCS’ institutional history and vision, client programs and services, and overall budget.
- Engages Program Team to explore new client needs and funding opportunities to meet those needs.
- Identifies opportunities for collaborations and partnerships with other entities that will strengthen grant proposals and/or provide new grant revenue.
- Serves as primary liaison to all United Way divisions, and manages workplace-giving programs.
- Creates and implements ways to build relationships and engage funders, including inviting them to attend Heroes of Hope tours.
- Develops and maintains accurate donor lists for all CCS written and online materials, including (but not limited to) the website, Annual Report, special event donor lists, and donor mailing lists.
• Tracks national, state, and local statistics, trends, and opportunities in the arena of cancer care to justify consistent increases in grant revenue requests.
• Establishes, coordinates, and maintains solid, communicative, and consistent working relationships with all staff members.
• Furnishes data and statistical reports to the VP of Philanthropy, President/CEO and members of the Board of Directors as requested.
• If advocacy experience exists, create and lead an annual advocacy plan that engages public officials, staff, board members, and volunteers.
• Provides ongoing support to the Development Committee, and assists with other fundraising projects as requested by the VP of Philanthropy and the President/CEO.
• Other duties may be assigned.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge and Skills:
• Understanding of the organization’s commitment to Diversity, Equity and Inclusion and an ability to incorporate DEI into all grant requests.
• Strong written communication skills; must strictly follow all grant application guidelines – and write compelling, outcome-focused, data rich, articulate, accurate, and customized proposals. Strong editing and proofing skills required.
• Experience writing and securing grants in the range of six-figures+, preferably for unrestricted/general operating funding.
• Experience with budget development and monitoring. Communicate restricted grant conditions to the program and finance teams and ensure grant restrictions are followed.
• Extensive and proven knowledge regarding outcome measures and evidence-based evaluation.
• Ability to research and identify relevant statistics and data that provide strength to each grant proposal.
• Ability to see the big picture and envision how the organization can adapt and grow to meet changing client needs.
• Ability to thrive in a deadline-driven environment by utilizing exceptional planning and time management skills to consistently meet all internal and external deadlines.
• Proficient with all Microsoft Office programs and online grant platforms.
• Ability to excel in a team environment, including working effectively with staff from all departments.
• Ability to handle multiple assignments while remaining organized and composed, and maintaining a positive outlook and sense of humor.
• Advocacy or public policy experience is preferred, but not required.

Please submit the following to Deanna Stuart, VP of Philanthropy at deanna@cancercareservices.org:
• Resume
• Salary requirements
• Cover Letter describing your WHY for applying for this position
• Grant Writing Sample

Please submit ALL of the above to be considered for this role.