

PROGRAM DEVELOPMENT SPECIALIST

Appointed \$30.00 Hourly Rate (Part-Time Without Benefits)

GENERAL STATEMENT OF DUTIES: Performs responsible programmatic initiatives for client-oriented projects. Assignments are varying in nature and employee is expected to exercise a certain degree of judgment. The Program Development Specialist works under the direction and supervision of the Executive Director and the Deputy Executive Director.

STATEMENT OF TASKS:

Prepares and assists in the coordination of resource, program and proposal development;
Represents GCCARD at community events and meetings;
Identifies and develops relationships with potential funders;
Participates in the generation of program resources, and in the design and development of program operating goals, objectives and protocols;
Provides internal and external representation and acts as a liaison to program implementation and operation;
Responsible for the full range of program development activities;
Perform research on foundations and corporations to evaluate prospects for corporate and foundation grants;
Make appointments for Executive Director and arrange for onsite tours for supporters with foundation officers and other prospects;
Performs miscellaneous job related duties as assigned.

The class specification above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Strong written and verbal communication skills;
Ability to write clear, structured, articulate, and persuasive proposals;
Attention to details;
Ability to meet deadlines;
Knowledge of fundraising techniques and strategies;
Ability to use independent judgment and to manage and impart information to a range of Clientele including advertising and outreach;
Ability to develop and implement funding strategies and programs;
Knowledge and familiarity with research techniques for fundraising prospect research;
Ability to be a strong contributor in team environments;
Ability to attend work regularly and work under stressful conditions;
Ability to maintain good interpersonal relationships.

DESIRED QUALIFICATIONS

Bachelor's Degree in Business Administration;

AND

Two years of experience with Program Development and Grant Writing;

AND

Two years of experience with non-profit fundraising.

OR

An equivalent combination of education and experience deemed acceptable.



Human Resources Director

Established: October 17, 2016