

Camp Korey Grants Manager



Classification: Exempt
Salary Range: \$60,000-\$72,000/annual
Department: Advancement
Reports to: Director of Development
Date: February 2023

Summary/Objective:

The Grants Manager is responsible for coordination and support of Camp Korey's efforts to raise grant funding through corporate, foundation, and government prospects. This person is also responsible for leading the research, solicitation, and stewardship of grant funders. The Grants Manager will write, edit, and proofread grant proposals and report and track proposal requirements, application deadlines, and follow-up requirements.

About Camp Korey:

Camp Korey is a nonprofit camp for children with complex medical conditions and their families. Located in Mount Vernon, WA, we serve more than 1,600 individuals each year through onsite camps and outreach programs throughout the Puget Sound region. Our year-round fundraising ensures every child and family can participate in our programs 100% free of charge. Please visit campkorey.org to learn more.

Benefits:

Camp Korey is proud to provide a robust benefit package for non-seasonal staff members working 30+ hours per week.

Benefits include: medical, dental, and vision insurance (80% employer-paid premiums for employee and 70% for family), Employee Assistance Plan, short-term disability, long-term disability and \$50k life insurance policies (all 100% employer-paid premiums), Safe Harbor 401(k)/ROTH with 4% employer match, 3 weeks paid vacation in first year (increasing with years of service), Washington Paid Family Medical Leave (100% employer-paid premiums), two floating holidays & 10 Paid Holidays annually

Essential Functions:

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

Fund Development:

- Identify and assess prospective donors through research and cold-calling, matching potential grants to appropriate program area or need
- Under direction of Director of Development, cultivate, solicit and steward foundations and corporations to give, renew, and increase support
- Coordinate, write, edit, and proofread grant proposals and reports
- Develop and monitor application and report deadlines on grant calendar

- Coordinate preparation, assembly and delivery of approved proposal document

Donor Relations:

- Develop and foster relationships with funding organizations
- Assist with and attend grant meetings, tours, and events
- Encourage and collect anecdotal information and stories to support fundraising and stewardship activities
- Reporting – ensure all grant reporting requirements are met in a timely manner
- Database – Maintain historical data, update grants, reports, gifts, and prospect research in Raiser’s Edge
- Model ethical behavior and practices in all handling of donor information, records, and other confidential information

Key Competencies:

Should have the following qualities, knowledge of and/or experience in:

- Demonstrated record of successful storytelling
- Extremely detail-oriented, with excellent editing skills
- Exemplary writing skills
- Ability to be persuasive and persistent
- Highly organized and able to manage time and prioritize projects
- Must be flexible and adaptable to an environment with multiple and frequently changing demands and priorities
- High level of integrity and impeccable work ethic, ability to maintain confidential information
- Ability to stay self-motivated, on task, focused, and productive without constant supervision
- Computer proficient in MS Office programs
- Working knowledge of computer operations & customer relationship management (CRM) systems
- Mission-oriented

Work Environment:

Work is regularly performed in office environments routinely utilizing standard office equipment, computers and phones.

Working outside will sometimes be necessary, in various weather conditions

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to speak, talk and hear, and is frequently required to stand, walk, sit, use hands to finger, handle or feel objects, tools, or controls, and reach with hands and arms; balance, stoop, and bend; lift, carry, move, push and pull up to 25 lbs. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Position Type/Expected hours of work:

This position is full-time. Standard office hours are Monday through Friday, 8:00 to 4:30 pm, with a 3 days/week remote work option. Must have the ability to work during non-standard hours and on short notice as the need arises.

Travel:

Local travel will be required, primarily during the day. Limited out-of-area or overnight travel may be expected.

Required Education, Training and Experience:

- Bachelor's degree in English, Journalism, or related field
- Experience working in deadline-driven environments
- Experience with storytelling and persuasive writing
- Ability to write clear, structured, articulate, and compelling proposals
- Experience incorporating annual budgets, project budgets, and monthly financial statements into grant proposals
- Strong editing skills

Preferred Education, Training and Experience:

- Master's level education in related field
- Five or more years of experience with foundation, corporate, and government grant-writing and non-profit fundraising
- Experience with Blackbaud Raiser's Edge or similar CRM platform
- Understanding of, and compassion for, children with complex medical conditions and serious illnesses

Additional Eligibility Requirements:

- Valid driver's license
- Background check
- Current Vaccinations
- CPR/First Aid Certification

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

EEO Statement:

As an Equal Opportunity Employer, Camp Korey makes employment decisions based on merit, qualifications, and competence. All applicants are considered for employment without regard to race, color, genetics, national origin, religion, sex, marital status, sexual orientation, sexual identity, age, presence of any mental, sensory, or physical disability, veteran status, or any other characteristic protected by law. In addition to federal law requirements, Camp Korey complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement,

promotion, termination, layoff, re-call, leaves of absence, compensation and training. Camp Korey appreciates diversity amongst our staff and encourages all qualified applicants to apply.

Please visit: campkorey.org for more information