JOB ANNOUNCEMENT – Foundation and Grant Coordinator
Western Los Angeles County Council, Boy Scouts of America

SUMMARY: The Foundation and Grant Coordinator is a part-time position which oversees foundation, government, and corporate donors and prospects, including private, family, community and corporate foundations, and government agencies. The Coordinator is responsible for research, identification, solicitation, and reporting of foundations. The Coordinator, in partnership with the DoD, creates the overall annual foundation, government, and corporate funder strategy. The Coordinator is responsible for the development and preparation of grant proposals and associated reporting requirements for grant awards, including financial and narrative reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:
1. Implement and manage a comprehensive grant-making process and portfolio to ensure grant specific fundraising goals are met each year.
2. Works collaboratively with key staff to identify organization support needs. Conducts research utilizing Foundation Directory to identify prospects to meet these needs.
3. Create and maintain a grant pipeline, prospect list, calendar of grant-related deadlines, foundation profiles, boilerplate language, sample funding opportunities, and other grant-related materials.
4. Works with DoD to develop proposal/grant messaging and determining matches, ask amounts for each funder. Maintains records on all funded, pending and declined proposals.
5. Utilizes GrantHub to maintain record of conversation, correspondence, calls and visits with funders.
6. Utilize prospect research to identify funding opportunities to support annual budget needs utilizing research tools to learn about funding priorities, guidelines, and timelines.
7. Create and maintain a grant pipeline, prospect list, calendar of grant-related deadlines, funding calendar, cultivation calendar, foundation profiles, boilerplate language, sample funding opportunities, and other grant-related materials.
8. Build a robust pipeline of individual, family, and corporate foundations that align with Boy Scout’s mission and can be cultivated and solicited for support.
9. Creates reporting for Board Meetings and other meetings as requested.

OTHER DUTIES AND RESPONSIBILITIES Include the following:
1. Uses database management program for funding information and reports.
2. Attends meetings, both internal and external, as requested by the Director of Development.
3. Supports the Boy Scouts of America’s mission and partners with others to accomplish the mission.
4. Maintains the highest professional and ethical standards at all times.
5. Performs other duties as assigned.
QUALIFICATIONS:
1. Minimum of 2 years of experience with successful grant writing.
2. Previous experience with non-profit fundraising.
3. Experience working in deadline-driven environments.
4. Able to work well in a team environment, handle multiple assignments, and meet deadlines.
5. Ability to monitor and meet financial goals.

EDUCATION AND/OR EXPERIENCE: Bachelor’s degree from an accredited college or university in a related major or a combination of education and work experience. At least two years of corporate and foundations relations experience in a non-profit environment.

LANGUAGE SKILLS: Ability to read, analyze, and interpret in English general business periodicals, professional journals, technical procedures, or government regulations. Ability to write proper English including reports and business correspondence. Ability to effectively present information correctly and respond to questions from groups or staff, volunteers, and the general public.

SKILLS/KNOWLEDGE NEEDED: Must be able to manage multiple priorities and be attentive to details while providing support to DoD and Executive Director as requested. Must be friendly, outgoing, team-oriented, flexible, and work well with others. Must have a thorough understanding of computer programs such as Microsoft Office. Candidate must possess excellent written and oral communication skills. A successful candidate will be comfortable engaging with the public, speaking on the phone, making cold calls, and working with foundations, donors, and community partners. The individual must have good quantitative skills, including basic statistical skills, creating quantitative reports and creating budgets with the Finance Department. Perform photocopying, scanning, data entry, filing, and other office functions as assigned.

HOURS/WORK SETTING: This is a part-time, 25 hour a week position. Office setting with periodic duties off-site. Office hours are 8:30 AM – 5:30 PM. Flexible schedule to accommodate part-time hours.

WAGE/BENEFITS: $23.00/hour, 25 hours a week. This position has the potential to become full-time. Includes sick time.

TO APPLY: Please e-mail resume to Shani Grafman at shani.grafman@scouting.org. Please use the subject line: Foundation and Grant Coordinator Application.

CLOSING DATE: Open until Filled

About the Western Los Angeles County Council of the Boys Scouts of America: The Western Los Angeles County Council’s mission is to support individuals, families, and community organizations by providing values-based recreational and educational programs and activities that develop young people of character as defined by the Scout Oath and the Scout Law. The Council was formed in 1972 and encompasses 65% of Los Angeles County. Address: 16525 Sherman Way, C-8, Van Nuys, CA 91406 | Tel: (818) 933-0108 | Web: www.bsa-la.org

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