



Sunnyvale Community Services

Preventing Homelessness and Hunger in Our Local Community

Grant and Donor Research Specialist

The Grant and Donor Research Specialist will focus on researching individual donors, corporate, foundation and government grant proposals; writing grants; maintaining the organization's grants reporting calendar; submitting grant reports; updating and maintaining the grants database; and updating individual and foundation research in LiveImpact. The Grant and Donor Research Specialist will also generate status reports on grants and potential individual donors and with prioritizing individual prospects with the development team based on donor research.

This is a full-time exempt position that reports to the Director of Development while collaborating with the Director of Research and Marketing Communications Program Manager. This position requires you to be highly organized and to have a deep knowledge of the programs and services that SCS provides. You will need to be comfortable working both independently and as part of a team.

DUTIES & RESPONSIBILITIES

- Conduct the full range of activities required to prepare, submit, and manage grant proposals to private foundations, corporate foundations, and local, county, and federal government
- Identify and develop strategies to optimize the grants administration process and research on individual donors
- Support the Director of Development with all grant reporting as required by foundation/corporate donors
- Perform prospect research on individuals, foundations, and corporations to evaluate prospects for all types of donors
- Maintain current records in database (LiveImpact) and in paper files, including grant tracking and reporting
- Provide detailed reports to the Director of Development regarding the grant progress
- Maintain accuracy, uniformity, and consistent messaging in electronic filing and submission of all SCS grant documents
- Monitor paperwork and other related documents connected with grant-funded programs
- Review and maintain overall quality and accuracy of all assigned grant contract documents

- Assist with other information needed for donor prospects as requested

QUALIFICATIONS

- Excellent written communication skills: ability to write clear, structured, articulate, and persuasive proposals
- Strong editing skills
- Experience with donor and prospect research and development of portfolios
- Excellent skills in CRM Software. Experience with Raiser's Edge or similar programs (LiveImpact preferred)
- Attention to detail and ability to meet deadlines
- Knowledge of fundraising information sources
- Experience with proposal writing and institutional donors
- Knowledge of basic fundraising techniques and strategies
- Knowledge and familiarity with research techniques for fundraising prospect research
- Strong project management and analytical skills
- Bachelor's Degree required

PHYSICAL REQUIREMENTS

- Often required to sit in a stationary position, and repeated use of wrists, hands, and fingers for typing, writing, and holding objects (pens, pencils, phone, etc.).
- Environment will be indoors with a normal office environment amount of noise, with occasional increased noise if in warehouse.
- Vision abilities required by this job include distance for safety and close vision for reading, computer, etc.
- Ability to lift or move 10 lbs. occasionally unassisted

HOW TO APPLY

Please submit a resume and cover letter to jobs@svcommunityservices.org. Sunnyvale Community Services is an Equal Opportunity Employer and is committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, contractors, vendors, and clients.