

## **RAPE AND ABUSE CRISIS CENTER OF FARGO-MOORHEAD POSITION DESCRIPTION (DRAFT)**

**TITLE:** Director of Organizational Advancement  
**DEPARTMENT:** Operations  
**STATUS:** Exempt  
**REPORTS TO:** Chief Executive Officer

### **PURPOSE**

The purpose of the Director of Organizational Advancement position is to coordinate organizational data and submission of grant applications / reports, which comprise the economic engine of the organization.

### **MAJOR ACCOUNTABILITIES**

- 1. ORGANIZATIONAL DATA MANAGEMENT:** Compiles, analyzes and reports quantitative and qualitative organizational data to ensure stakeholders understand the organizations impact.
- 2. PROPOSAL DEVELOPMENT:** Researches, writes and prepares for submission competitive proposals to federal and state departments, foundations and corporations to underwrite the mission.
- 3. GRANT MANAGEMENT:** Coordinates internal and external details of grant accountability including completing grant reports and preparing for final submission to funders.

### **QUALIFICATIONS**

- Bachelor's degree in communications, nonprofit management, journalism or related field
- Minimum of two years of related professional experience

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of grant research and application processes
- Knowledge of government and non-government grant programs; experience in government grant writing, strongly preferred
- Excellent written and verbal communication skills
- Computer proficiency, particularly in MS Word, MS Excel, Dynamics CRM and online research
- Excellent organizational skills
- Ability to work under pressure to meet deadlines
- Ability to work independently and use innovative techniques and ingenuity to prepare grant applications

**DIRECT REPORTS:** NA

## RESPONSIBILITIES

**ORGANIZATIONAL DATA MANAGEMENT:** Compiles, analysis and reports agency data to various stakeholders.

- Oversees client assessment and evaluation process
- Compile monthly programming reports with descriptive, output and outcome data
- Coordinates annual Operational Report process

**PROPOSAL DEVELOPMENT:** Researches, writes and submits competitive proposals to federal and state departments, foundations and corporations to underwrite the mission.

- Collaborates with the leadership team to identify system-wide priorities for funding
- Coordinates Grants Committee agenda
- Completes competitive proposals according to deadlines and guidelines and prepares final submission to funders.
- Maintains proposal-related communication internally and externally, as appropriate
- Maintains required registrations, i.e., grants.gov, CCF and D&B

**GRANT MANAGEMENT:** Coordinates internal and external details of grant accountability.

- Completes all required reports and other documentation and prepares for submission to funders
- Coordinates with the business department to provide financial reports to funders
- Maintains grant-related reference resources including funder research files, grant application deadlines and reporting schedules and internal and external grant manuals and report instructions
- Prepares and submits reimbursement requests to funders

## PHYSICAL/ENVIRONMENTAL REQUIREMENTS

This position requires communicating clearly, seeing/observing, hearing/listening, thinking, talking, concentrating, and reading.

The work is typically sedentary, exerting up to 10 pounds of force occasionally. Work is primarily in a climate controlled area with office equipment level of noise. Occasional local travel required.

## EVALUATION

The performance of the Director of Organizational Advancement will be evaluated annually by the Chief Executive Officer according to pre-determined objectives and policies.