



## Would you like to join Our Family?

**Job opening posted: 11/19/18**

Our mission is to eliminate homelessness and strengthen our community.  
Vision- Our community is a better place to live, to grow up, and to grow older.

Our Family is a \$5 million agency in Tucson, AZ, that employs approximately 60 staff and hundreds of volunteers and interns. We provide shelter and support to homeless children, youth and families. We promote peace and understanding by helping people talk to each other. We help people learn to be better parents, improve their lives and build stronger families.

Our Family supports a healthy work-life balance and is routinely rated by its employees as having an enjoyable, friendly, flexible, and supportive work culture. We value our employees and hope you will consider joining our team! We are recruiting for the open position of:

**Title:** Grant & Foundation Relations Coordinator  
**Dept/Program:** Development  
**Reports to:** Grants Manager  
**Status:** Part-time – 20 hours, Non-exempt

The primary purpose of this position is to serve as an agency grantwriter and researcher. This position works closely with the Grants Manager and program staff to ensure timely and accurate report submissions to funders. The secondary purpose of this position is to manage and cultivate foundation relationships (including community, family, and corporate foundations).

The Development Department coordinates resource development, grant writing, contract management, major gifts and planned giving, special events, marketing, communications, and public relations to support the programs and staff to acquire and maintain the resources they need to provide quality services.

All agency positions are expected to meet the agency standards for attendance and punctuality, positive interactions with others, effective work habits, knowledge and skills, judgment and ethics. The specific expectations and essential duties of this position include:

- Serves as grantwriter for agency grant and sponsorship requests
- Collaborates with Grants Manager to determine grant writing assignments and submission schedules
- Cultivates community, family, and corporate foundation relationships for the purposes of increasing investment in Our Family Services through contributions, grants, and sponsorships
- Tracks and coordinates activities associated with private grants through all stages of solicitation's life cycle using agency standard processes and tools
- Manages and executes private grant awards and private grant agreements
- Updates and maintains agency listing in local, national, and state directories (e.g. Guidestar, Better Business Bureau, National Runaway Safeline, Combined Federal Campaign and SECC, etc)
- Coordinates site visits and tours for corporate and foundation partners
- Ensures grant applications are completed within deadlines to ensure sufficient internal editing prior to timely submissions

- Creates realistic grant proposals that can be effectively implemented with the funding requested
- Researches and strategizes new government and private funding opportunities
  - Reviews local, state, and federal publications, email lists, and grants databases for grant announcements, and determines if agency programs qualify for these funding opportunities
- Facilitates meetings with program staff to acquire sufficient and accurate information to write successful grants and communications
- Develops and maintains sustainable community partnerships necessary to create competitive applications for funding
- Maintains and updates passwords, subscriptions and enrollment in grant-related external systems
- Coordinates agency acknowledgments to foundations and corporations with Development Assistant (thank you letter); Executive Assistant (social media); and Marketing Associate (newsletters, E blasts, annual report, website)
  - Backs up Grants Manager as needed
  - Supports development team with external communications as needed
  - Provides regular updates on progress and activities to agency leadership
  - Other duties as assigned

Scheduling flexibility:

This position generally works weekday, daytime hours. Some early evenings or weekends may be necessary to meet the needs of the position. Some flexibility in scheduling is available to meet employee needs, as long as agency and department needs are still being adequately addressed.

Qualifications:

- Bachelor's degree in a related field, plus 3 years' related experience. Extensive additional related experience may potentially substitute for a portion of the stated education requirement.
- Grant writing experience related to homelessness, elder services, behavioral healthcare, and conflict resolution services preferred
- Able to pass background check related to position requirements
- Strong verbal and written communication and people skills
- Able to work with diverse populations
- Able to build strong relationships internally and externally
- Able to be clear and concise in written and verbal communications
- Demonstrated creative writing skills
- Able to work collaboratively and respond favorably to editing
- Able to work independently and produce successful high-quality proposals as part of a fast paced grants team.
- Strong organizational skills with ability to successfully manage multiple deadlines and projects at any given time
- Since driving may occasionally be required to fulfill the job functions, a valid Arizona driver's license, reliable transportation, clean driving record, and current auto insurance are preferred
- Proficient in Microsoft Word, Excel, and Adobe Acrobat Pro with the ability to create and manipulate visually appealing, consistent, and professional documents
- Extensive computer and technological skills necessary to create and update forms, write reports and policies, maintain appropriate correspondence, learn new systems quickly, enter and retrieve information on database or spreadsheet, use email, and locate information on internet

Compensation:

Salary for this position starts from a base of \$19.24 per hour. Individual salaries are based on the number of years of relevant education and experience a candidate has beyond the minimum required for the position. Additional compensation may also be offered based on relevant licensure or certification.

Our Family offers excellent benefits!

- 10 paid holidays a year
- Benefits start the first of the month following hire
- Affordable medical (30+ hour employees) and dental benefits with a choice of plan options
- Employer-paid life insurance (30+ hour employees) with the ability to buy up additional coverage
- Generous paid time off with the ability to use time as it accrues with no waiting period
- A 403(b) retirement plan with an agency match
- Educational reimbursement available
- An investment in staff development, including many quality agency-provided trainings

To apply for this position, or to see a full listing of employment opportunities at Our Family, please go to our website at <https://www.ourfamilyservices.org/about/join-our-team/> You can submit a Word or .pdf application online. You can also drop a completed application off at our offices.

*Our Family Services is an Equal Opportunity Employer. We especially encourage applications from veterans, individuals with disabilities, and alumni from national service programs such as Peace Corps and AmeriCorps.*