

POSITION DESCRIPTION

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Position Title: Development Associate-Government Relations

Date: April 15, 2024

Department: Development

BASIC FUNCTION:

Reporting to the Manager of Grants and Planned Giving, the Development Associate is responsible for preparing, submitting and reporting on all government grants/contracts for the organization and maintaining the government grants calendar. The Associate will also work with finance staff on contract/grant budget creation, budget revisions, coordination of audits, and audit responses.

SPECIFIC DUTIES:

Government Grant/Contract Related Duties

- Works with program staff to submit all monthly, quarterly, and annual programmatic reports to government funders.
- Responsible for ensuring that reporting requirements for all government grants and contracts are being met and we are in compliance with grant commitments.
- Completes and executes government contract renewals.
- Works with finance staff on all contract/grant budget creation and budget revisions.
- Assist with the preparation of program related budgets and proposals, including identifying and completing Requests for Proposals and contract amendments for government grants.
- Maintains data on existing government grants (contract numbers, amounts, etc)
- Meet regularly with program staff to give updates on funding requirements, obtain information for program reports, ensure appropriate contact staff attend funder meetings.

Additional Duties

- Works with finance staff on coordination of audits, and audit responses.
- Support the grants team on foundation and grant materials as needed.
- Collects, analyzes, and synthesizes information from program staff
- Inputs general Development data entry
- Research and write a broad range of documents including, proposals, reports, evaluations, and correspondence.
- Explore new opportunities for grant funding.
- Performs other duties as assigned

EDUCATION AND TRAINING: Minimum educational background required

Bachelor's degree.

EXPERIENCE:

1-2 years of non-profit development experience, government contract experience a plus. First-hand experience with disability preferred. Excellent writing, organizational, communication and research skills; ability to work independently with efficiency and accuracy; ability to deal effectively with people; basic computer skills.

PHYSICAL DEMANDS:

Nothing unusual.

EQUIPMENT OPERATED:

Word processing, excel spreadsheets, and Raiser's Edge.

WORKING ENVIRONMENT:

Access Living has a hybrid work environment. Currently, staff are expected to work in the office two days per week.

SALARY RANGE:

\$56,000-\$59,000 plus benefits

SUPERVISED BY:

Manager of Grants and Planned Giving

OTHER:

Offer of the position will be contingent on clearance of state criminal background check.

HOW TO APPLY:

Email cover letter, resume and materials to Ben Santos, bsantos@accessliving.org