

## **HEARTBEAT INTERNATIONAL**

### **Job Description**

**TITLE:** Grants Coordinator  
**CLASSIFICATION:** Exempt  
**REMOTE WORK STATUS:** *Subject to supervisory discretion*  
**DEPARTMENT:** Mission Advancement  
**REPORTS TO:** Vice President

#### **SUMMARY**

Secure funds for Heartbeat by fulfilling the interests and passions of grantors (businesses, foundations, organizations) by providing them with giving opportunities, encouraging them to give and assuring that as many grantors as possible are retained as continuing donors to the organization and are upgraded in their giving and involvement, and supervises Grants Assistant to support Heartbeat International's pro-life mission and vision and its Christian core beliefs and core operational values.

#### **PRIMARY RESPONSIBILITIES**

1. Qualify a caseload of grantors from the Foundation Center data base and any other source.
2. Create individual targets for each grantor based on the grantor's history of giving and the organization's knowledge of that grantor's criteria and giving potential.
3. Create a plan and proposal for each grantor that will serve as a foundational communication and marketing plan for each targeted grantor. Faithfully and on a timely basis execute that plan so that grantors are secured, retained and upgraded.
4. Working in conjunction with Ministry Services and Communications & Marketing departments, secure appropriate project information, including budgets, and create offers, proposals and asks that will be used with grantors to secure grants. Ensure grantors are informed on how their giving is making a difference.
5. Perform other grant securing and servicing activities as may be required by management including creating monthly reports that accurately reflect activity and performance.
6. Special projects as assigned by supervisor.

#### **SUPERVISION (Received/Exercised)**

Work performed independently with supervision available. Plan, prepare, and organize work to meet deadlines and project needs. Expected to make routine decisions requiring analysis and interpretation regarding task completion that does not significantly impact other areas, with guidance as is needed. Supervise Grants Assistant.

#### **REQUIREMENTS**

1. Proven successful experience with grant writing initiatives in the pro-life movement strongly preferred. Related work experience required. Prior supervisory experience desirable.
2. Job related college degree and/or combination of education and applicable work experience.

3. Excellent written communication skills with the ability to inspire readers.
4. Must have independent, sound judgment, and be a self-starter.
5. A working knowledge of Microsoft Word and CRM database strongly preferred. Experience with *Indesign* also meaningful.
6. Ability to work within established guidelines and meet goals and deadlines.
7. Excellent interpersonal skills for interfacing with and inspiring Heartbeat constituencies, especially potential donors and foundations, as well as staff, the board, and the general public.
8. Ability to travel as is indicated to meet with grantors (businesses, foundations and organizations).
9. Must understand and adhere to the high standards of excellence required for development professionals regarding all aspects of development work, especially donor confidentiality and discretion.
10. Ability to work cooperatively--with a Christian servant heart--to inspire staff, Board and other agencies/organizations to support Heartbeat International's mission and affiliates.
11. Ability and willingness to demonstrate commitment to the Heartbeat International mission, vision, core operational values, and core beliefs in the execution of position responsibilities.
12. A willingness to share the gospel of Jesus Christ by word and example to encourage affiliates, staff, and others and to contribute to an office environment conducive to supporting HB's ministry of life.