



People's Emergency Center

Nurturing Families, Strengthening Neighborhoods, Driving Change

Associate, Foundation Relations

Department: Development
Classification: Full Time, Salaried (40 hours/ week)
Reports to: Vice President, Resource & Business Development

JOB DESCRIPTION

Summary:

The Associate, Foundation Relations will serve as a relationship manager, and primary point of contact for a portfolio of 75-100 public, private and corporate foundation funders. The successful candidate will be responsible for drafting, editing and submitting letters of intent (LOIs), stewardship reports (SRs) and proposals on behalf of PEC, PECCDC, and Youth Service, Inc. (YSI), (PEC+ Affiliates). The ideal candidate is a dynamic, energetic, results-oriented self-starter and team player with superb written, verbal and presentation skills. Must have ability to build and maintain business relationships. Comfort strategizing and growing new business is essential. This position has an annual revenue goal.

Essential Duties and Responsibilities:

- Design annual donor engagement plans and manage relationships for a portfolio of 75-100 public, private and corporate foundation funders, including quarterly touchpoints (minimum).
- Prepare (research, draft and edit) and submit a minimum of \$10,000,000 in proposal solicitations annually
- Identify, qualify, and engage at least 20 new prospects annually, to consistently maintain a portfolio of 75-100 donors and grow pipeline of prospective donors.
- Maintain Salesforce Nonprofit Success Pack (SFNPSP) Opportunity Tracking System, ensuring that all potential corporate and foundation solicitations and activities are entered into as an "Opportunity" record and tracked through the various stages of proposal conception
- Ensure that all funded proposals are entered in the Opportunity Tracking System with all relevant data to steward grants, such that regular reports are flagged for preparation and submission to funders.
- Work closely with the Manager, Foundation Relations and Vice President, Resource & Business Development, the Office of Finance, and program liaisons to anticipate stewardship reporting needs, and to develop, vet (with program liaison and Office of Finance) and submit stewardship reports.
- Working closely with Program Liaisons and Office of Finance staff to develop, track and report on proposal budgets,
- Lead Grants Compliance Meetings and "Onboard" grants derived from development office activity and to coordinate stewardship reporting with the office of Finance.
- Ability to read, understand budgets, and financial reporting for grant purposes.
- Represent PEC+ Affiliates professionally, demonstrating organizational values in meetings with colleagues, donors, partners, and other stakeholders.



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- Ability to navigate challenging situations in a dynamic work environment, and guide multiple stakeholders to achieve project deliverables with poise, professionalism and savvy is essential to success in this position.

Competencies:

- Outstanding oral and written communication skills,
- A collaborative, goal-oriented attitude,
- A strategic mindset, and sound judgement,
- Ability to initiate and maintain relationships, internally and externally,
- Ability to think and develop proposals collaboratively,
- Ability to work productively remotely,
- Computer and software literacy, (Salesforce NPSP experience will be noted)
- Results orientation.

Required Education and Experience:

- Bachelor's degree
- At least 2 years of experience in a persuasive sales, fundraising, or proposal writing capacity
- Experience working for a homeless service provider or human service organization is helpful, but not required
- Excellent computer skills, especially Microsoft Word and Excel

Preferred Education:

Bachelor's Degree

Work Environment:

This position operates in an office environment as well as in the offices of private foundation officials or sometimes at public restaurants and coffee shops. The incumbent in this position will routinely use computers, photocopiers, filing cabinets and other standard office equipment

Physical Demands:

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk, use hands and fingers to feel, handle, or operate objects or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 30 pounds.

Other Duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

PEC is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, and veteran or disability status.

Send resumes to resumedevelopment@pec-cares.org.