



Providence House, Inc.

Position Description

FOUNDATION RELATIONS COORDINATOR

Providence House Mission Statement

Providence House fights to end child abuse and neglect by protecting at-risk children, empowering families in crisis, and building safer communities for every child

Reports to: External Relations Manager

Major Functions: Assist in execution of the fund development plan by securing funding from current and prospective foundations at the local, state, national and governmental levels and assist in the stewardship of foundation relationships.

Fund Development
Develop foundation activity goals and document progress as related to the Development plan. Execute annual foundation relations plan to generate funding from foundations to meet needs of operations, special programming, and capital projects.
Build relationships and engage support from foundations and other funders.
Research and identify funding opportunities with foundations and other funding sources that may arise.
Maintain tracking systems identifying foundations to solicit, pertinent deadlines, previous relationship history, and compile financial and donor-related queries and reports as needed. Manage filing of electronic and hard copy materials, such as submitted proposals, grant agreements, and all other correspondence with foundation contacts.
Update template proposals and reports as necessary to ensure that all information is accurate and current. Engage feedback and content support from staff related to the projects.
Prepare and submit proposals, general solicitation, and all required materials in strict adherence of foundation application and reporting deadline dates. Document all activities.
In coordination with the External Relations Manager and Strategic Initiatives Manager, prepare data and submit reports to funders.
Coordinate the planning and execution of all foundation-related events, site visits, and outreach with Board of Trustees and Providence House staff related to foundation requests, relationships, and site visit representation.
Acknowledge all foundation gifts, visits, and communications in a timely manner.
Research and Evaluation
Under direction of Strategic Initiatives Manager, use research and statistics in relevant grant proposals and other external communications.
Engage in internal discussions of the agency's outcomes and evaluation processes to be aware of changes impacting reports to foundations.
Keep all tracking documents up to date and refresh templates with new data and trends regularly.
Strategic Initiatives
Under the direction of Executive Leadership and Strategic Initiative Manager, assist with prospect research, preparing materials, and other projects for Providence House strategic initiatives, as assigned.
Events and Marketing
Assist with execution of Providence House events as necessary.
Participate in outreach efforts and as a representative of the organization at conferences, meetings, speaking engagements, and external events, as assigned.
Assist with engagement of PHriends group, as needed.

Required Qualifications and Preferred Skills

- Bachelor's Degree or related experience.
- Nonprofit experience in grant writing, research, and submission helpful.
- Comfortable with public speaking and presenting to diverse audiences.
- High level capabilities in web-based research and MS office with specific focus in Outlook, Word, and Excel.
- Experience with donor/database software programs; Raiser's Edge software preferred.
- Must be able to accommodate weekend and evening responsibilities.
- Must be able to travel in the local community for meetings and events as assigned

Personal characteristics

- Strong inter-personal communication skills, outgoing, personable.
- Must be comfortable working in a team-oriented environment.
- Must possess good time management, self-motivation, and organizational skills.
- Ability to visualize the overall objectives of Providence House and execute activities to meet those objectives.