



POSITION TITLE: Proposals and Partnership Manager

OPERATING UNIT: Resource Development

REPORTS TO: Director of Resource

Development

CLASSIFICATION: Full Time/ Exempt

POSITION SUMMARY

The Proposals and Partnerships Manager is responsible for researching, writing, and leading all proposals for funding and/or resources that support the organization's mission. This position leads strategy for grants, including prospecting, relationship building and ongoing stewardship of funders in conjunction with the Director of Resource Development. The Proposals and Partnerships Manager is responsible for leading the council's partnerships with six United Ways in central and western Oklahoma. This position is responsible for increasing grant revenue through successful stewardship of existing grantors and prospecting new grantors. The Proposals and Partnerships Manager is also expected to work collaboratively across departments within the council to develop and track quality grant applications.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Directs all grants administration for the council, including identifying new and renewable opportunities for funding, writing all proposals, and leading the grant cycle from award to finish, including preparing and submitting all required reporting.
- Responsible for seeking and securing state and federal funding opportunities, when available.
- Works closely with Girl Scouts staff and volunteers to identify organizational funding needs, priorities, and opportunities.
- Works across departments to ensure all deliverables are achieved and grant terms are successfully met.
- Works closely with the Director of Resource Development to manage foundation and corporate partnerships.
- Manages multiple United Way applications, reporting and annual allocation presentations outside of Oklahoma County. Works closely with the membership team to provide proper stewardship of United Way partnerships throughout the year.
- Responsible for developing and implementing new and engaging campaign strategies to meet funding goals in written proposals.
- Works with the Director of Development on the grantor stewardship process, including improvements to the donor cultivation.
- Works with the Resource Development Specialist to ensure timely submission of required documents to funders, including grant award entries, stewardship pieces, updates, etc.
- Actively participates in the development of environments that foster diversity, equity, inclusion, and access through words, actions, and attitude.
- Other duties as assigned.

REQUIRED COMPETENCIES/SKILLS:

Communications: Exhibits good listening and comprehension; Expresses ideas and thoughts in written form; Expresses ideas and thoughts verbally; Keeps others adequately informed; Selects and uses appropriate communication methods.

Job Knowledge:

Competent in required job skills and knowledge; Displays understanding of how job relates to others; Exhibits ability to learn and apply new skills; Keeps abreast of current developments; requires minimal supervision; Uses resources effectively.

Customer Service: Responds promptly to customer needs. Displays courtesy and sensitivity. Is friendly and helpful. Manages difficult or emotional customer situations. Meets commitments. Solicits customer feedback to improve service.

Quality: Demonstrates accuracy and thoroughness. Displays commitment to excellence. Looks for ways to improve and promote quality. Applies feedback to improve performance. Monitors own work to ensure quality.

Planning and Organization: Integrates changes smoothly; Plans for additional resources; Prioritizes and plans work activities; Sets goals and objectives; Uses time efficiently; Works in an organized manner.

SUPERVISORY DUTIES

- Supervises the Donor Data Specialist

EDUCATION AND/OR EXPERIENCE

- Bachelor's Degree or equivalent experience plus minimum of 2-3 years in fundraising with a proven track record
- Experience managing multiple funding projects to meet budget goals
- Management experience a plus
- Experience working with volunteers
- Bilingual a plus

ADDITIONAL JOB REQUIREMENTS

- Clearance of background check and drug screen.

REQUIRED SKILLS & ABILITIES

- Ability to handle confidential and sensitive information.
- Excellent listening, verbal and written communication skills.
- Commitment to customer service.
- Strong competency in all Microsoft Office Suite programs.
- Strong comfort discussing and asking for money.
- Technologically savvy in handling administrative practices.
- Professional phone etiquette.
- Critical thinker, resourceful and proactive.
- Knowledge of Sales Force and Donor Perfect or compatible donor management software preferred.
- Detail Oriented.
- Ability to work in a fast-paced environment.
- Computer literate with word processing and excel skills (i.e. Microsoft Office systems); ability to navigate and use Salesforce and Donor Perfect databases or similar software.

SELECTIVE ABILITIES & PHYSICAL DEMANDS: *The incumbent must be able to perform the following qualifications in order to be offered and/or maintain employment in this position.*

- Level 2 – Light Work (use of light force to lift, carry, push, pull or move objects), Limited exposure to adverse environment conditions, work occasional weekends and evenings/nights.
- This position requires the ability remain stationary and to use computer monitor, keyboard and mouse for extended periods of time.
- Must be able to speak and communicate clearly, such as in public speaking engagements.

WORK ENVIRONMENT

The employee will work in an office environment and in close quarters with other staff and clients. The noise level in the work environment varies from moderate to loud; hectic situations can occur characteristic to working with infants, toddlers and parents in need. Exposure to bright lights, noise, odors and scents are common due to the open office environment.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

As an employee, you are a representative of Girl Scouts Western Oklahoma and people form their impressions of the council in part, based on their interaction with you. Every personal contact is with a current or potential donor to the council, thus the impression we make through community and professional contacts, and involvement in collaborations with agencies, groups or organizations is important. Fund Development and Membership Recruitment is a role assumed by all staff positions.

The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills and abilities.

I have read and understand the position description. I further understand and acknowledge that this current position description supersedes all former versions and shall in all instances apply.

Employee Signature

Date

