



## **Development Associate and Grants Manager Job Description**

Chattahoochee Riverkeeper (CRK) is a nonprofit environmental education and advocacy organization with 10,000 members and offices in Atlanta, Gainesville and LaGrange, which works to protect the Chattahoochee River, its lakes, tributaries and watershed through education, water quality monitoring, outreach, legal actions, and more.

CRK is seeking a full time Development Associate and Grants Manager to join our Development Team **with a focus on securing and managing foundation grants and supporting efforts to secure major gifts including planned gifts.** The position will also provide various administrative support to the development team.

The Development Associate and Grants Manager is responsible to ensure excellence in research, writing, and reporting for grants, working with the Executive Director, Development Director, Riverkeeper and other staff as appropriate. This position will conduct research to identify new grant opportunities, collaborate with staff to ensure timely completion of all grant deliverables, ensure appropriate and on schedule grant spending, and be responsible for organizing internal and external reports. Additionally, this position will develop and implement plans for securing major gifts and deferred gifts from donors through estate planning and other types of gifts.

### **Grant Funding**

- Research quality prospects, institutional donor profiles, appropriate ask amounts and prioritize and evaluate prospects for foundation and government grants.
- Develop and prioritize projects and proposals; coordinate with program and development staff to elicit projects and programs that require support; set priorities for funding.
- Arrange site visits; make appointments for Executive Director, Riverkeeper, and Development Director with potential foundation representatives.
- Provide stewardship for existing foundation donors.
- Write and supervise writing of all proposals, budgets and reports.
- Manage existing grants by tracking grants through internal reporting systems, writing reports, maintaining excellent records, working with staff to ensure each project or program is meeting proposal conditions and expectations.
- Monitor and manage grants income goal.

### **Planned Giving**

- Develop and manage a branded planned giving program for the organization.
- Write marketing materials and communications for the planned giving program.
- Identify contacts for planned giving prospects.
- Offer educational opportunities and materials regarding planned giving for staff, Board, and prospects/donors.
- Provide stewardship of donors' commitment to planned giving.

## **Administrative**

- Provide support to the development team as needed.

## **Qualifications and Skills:**

- The ability to work both in a team setting and independently.
- Must be proficient with Microsoft Office.
- Proficiency with Blackbaud Raisers Edge database preferred.
- Minimum of three years' experience with nonprofit organization and grant management.
- Detailed knowledge of planned giving and its complexities:
  - estate planning, tax laws, wills, trusts, etc.
- Proven fundraising track record on raising money from foundation and government sources.
- Comfort in researching and analyzing large groups of data.
- Water resource and education program work experience preferred.
- Excellent communication skills both oral and written.
- Experience with budget development and monitoring.
- Knowledge of contracts and agreements preferred.
- Capable of handling numerous tasks at once and still meeting deadlines.

Salary: Commensurate with experience.

Please submit cover letter and resume to: Juliet Cohen, Executive Director, Chattahoochee Riverkeeper, 3 Puritan Mill, 916 Joseph Lowery Blvd., Atlanta, GA 30318; or via email to [jcohen@chattahoochee.org](mailto:jcohen@chattahoochee.org) with subject line: Application for Development Associate and Grants Manager.

Position is open until filled.

*Chattahoochee Riverkeeper is an equal opportunity employer and considers candidates for employment without regard to race, color, creed, national origin, religion, age, gender, marital status, or sexual orientation.*