



Clinic for Special Children

535 Bunker Hill Road, PO Box 128, Strasburg, PA 17579 T 717.687.9407 F 717.687.9237

JOB DESCRIPTION

Position Title: Development Operations and Grants Strategist
Department: Development
Reports to: Development Director
FLSA Status: Salaried, exempt

Nature of Job

The Development Operations and Grants Strategist works with the Development Director to execute the strategic goals and objectives of the Clinic for Special Children's fundraising program, focusing specifically on donor and institutional data management and grant development and administration. This newly created position will augment the Clinic's fundraising efforts in three important ways: by championing all aspects of the donor database and leveraging technology throughout the Clinic's fundraising processes; serving as a hub of institutional and donor data; and building the capacity of the Clinic's fledgling grants program. This position is ideal for someone who values intellectual curiosity and collaboration, is data savvy, has the demonstrated ability to guide subject-matter experts through project-management processes, and holds interests in public health or medical care delivery.

Qualifications

- Bachelor's Degree, preferably in a writing-intensive field. Master's degree preferred.
- Direct experience working with professionals with terminal degrees.
- Ability to manage multiple projects under tight deadlines.
- Three to five years of experience in fundraising, including grant writing and database administration.
- Exceptional communication skills, including the ability to convey complex scientific, medical, and public health principles verbally and in writing.
- Comfort working with data and metrics and finding creative ways to visualize or otherwise convey same.
- Working knowledge of donor database and project management software or ability to quickly develop same.
- Commitment to Clinic for Special Children values and patient service.

Responsibilities

- Support the operations of the Clinic's Development Team through championing all aspects of the donor database and its administration and completing donor prospect research.
- Leverage technology to streamline Development Department data collection and reporting processes.

- Grow the Clinic's fledgling grants program through the continued identification, cultivation, and solicitation of foundation prospects in support of institutional projects that enhance the Clinic's current and emergent strategic priorities.
- Work collaboratively and proactively with clinical and research staff to identify potential projects and funding opportunities.
- Together with the Development Director, draft letters of inquiry and formal funding proposals. Maintain boilerplate language and institutional data for use in a variety of Clinic projects.
- Lead the stewardship and reporting process for grant and foundation gifts, working together with internal collaborators to collect and prepare materials, as necessary. Draft acknowledgement letters in response to foundation and grantor gifts.
- Maintain current knowledge of effective practices in data collection, research, and fundraising – particularly (but not exclusively) grant seeking from private and public funding sources.
- Collaborate with Development Director to build, maintain, and adhere to effective practices in grants and other gift management, compliance, and stewardship.
- Assist, as necessary, with Clinic events.