

**United Way of Central Iowa leads the fight for the health, education, and financial stability of all central Iowans.**



CAREER OPPORTUNITY:

## Grants Director

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|---------------------------|---------------------------------|
| Position Posted: 1/7/2021 | Application Deadline: 1/21/2021 |
|---------------------------|---------------------------------|

- To apply, please send a cover letter and resume to [careers@unitedwaydm.org](mailto:careers@unitedwaydm.org)
- For more organizational information, please visit [www.unitedwaydm.org](http://www.unitedwaydm.org)

### Position Summary

The Grants Director supports and advances United Way's mission of improving lives by identifying potential sources of grant support, working with UWCI staff and community partners to develop and write successful proposals, and reporting back to the grantors on how their funds measurably improve lives in the Community Impact areas of education, income, and health. This position works a variety of internal departments and staff to ensure funding sources are strategically aligned.

The successful candidate for this position will have a passion for the organization's mission and has the natural ability to develop positive and collaborative relationships with a variety of stakeholders, both internal and external. Solid experience in writing grants and grants management is a must with proven success in obtaining grants and managing grants from a variety of sources such as governmental, corporate, private foundations and associations. The UWCI Grants Director also leads or participates in collaborative grant proposals with other organizations, including providing support to community and funded partners when requested and as time permits.

### Why choose United Way of Central Iowa?

United Way of Central Iowa is an established and highly respected nonprofit in the Central Iowa area and the United Way Worldwide network. Employees at UWCI have a passion for the organization's mission and community impact work and strive to create a positive, inclusive, and welcoming work environment. Our Core Values of Compassion, Integrity, Community Engagement, Responsiveness and Striving for Excellence is the foundation for how we do our work and to reach our aspiration to "Engage Community to Empower All." In addition to a competitive salary and robust benefits package including health insurance, a dental plan, 401(k) with match and paid life insurance, we offer the following:

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- Generous paid vacation plan, holidays, a personal holiday and sick time
- Paid volunteer time off
- Convenient central Des Moines location with free parking
- Free, newly remodeled on-site fitness center
- Tuition Assistance
- Commitment to employee professional development
- Fostering diversity and inclusion initiatives
- Fun monthly opportunities for employees to build camaraderie
- Wellness initiatives

## **Essential Accountabilities Include (but not limited to):**

- Creates and executes short-term and long-term approaches for development of increased private foundation, government, and corporate foundation support.
- Develops, writes, and edits clear and compelling proposals to funding organizations on behalf of United Way and our partners, ensuring detailed quality control.
- Meets agreed-upon targets for number of applications submitted, number of grants received, and funds raised through grants.
- Manages and monitors multiple grant applications, follow-up, and reports, including an organization-wide calendar of deadlines for applying for and reporting on grants, ensuring that deadlines, compliance requirements, and quality standards are met.
- Manage the organization's sponsorships by liaising with key staff to set meetings, ensure sponsorship materials are created, track progress, and clarify current priorities for funding.
- Researches and identifies potential and appropriate sources of strategically-aligned grant support (governmental, corporate, private foundations, associations).
- Integrates as member of both Community Impact and Donor Engagement teams and attends staff meetings of both. Meets weekly with Chief Donor Engagement Officer and bi-weekly with Chief Community Impact Officer.
- Develops and maintains policies, procedures and objectives related to grant applications and processes.
- Works with Community Impact lead staff and impact cabinets to identify new grant opportunities and strategies to strengthen government and foundation relations.
- Ensures Andar (organizational database) is used properly.
- Works with Donor Engagement staff to identify new corporate and private foundation grant opportunities and strategies to strengthen foundation relations.
- Works with Finance staff to ensure consistent reporting and analysis of cost and other data.
- Reports results of grant funding and progress toward grant deliverables to senior management, Executive Committee, and Board of Directors.

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- **Works with Strategic Communications staff to ensure appropriate and consistent communication and messaging of goals and results.**
  - **Works with key staff and volunteers to ensure that essential elements of the grant project are gathered and communicated in documents.**
  - **Establishes and maintains relationships with public and private funders.**
  - **Leads or participates in collaborative grant proposals with other organizations.**
  - **Participates in organization's cross-functional teams, as directed.**
  - **Serves as United Way's point of contact to write all letters of support for outside organizations' grant applications.**
  - **Aids with grant writing and research to community and funded partners, as time permits to ensure that UWCI receives well written proposals.**
  - **Ensures that UWCI is a leader in the community by continuing to enhance skills as a grant professional.**
  - **Aligns behavior and work with the UWCI Code of Ethics and Organizational Values.**

## **Additional responsibilities:**

- **This position also initiates or is directed by the Chief Donor Engagement Officer to perform additional duties or tasks to support the United Way's mission.**

## **Competencies:**

- **Relationship Skills:** ability to establish and maintain good rapport and relationships with customers and coworkers.
- **Analytical Skills:** Ability to develop information and raw data into meaningful conclusions.
- **Communication skills – Oral:** Ability to send tactful and appropriate verbal messages and listen to others' response in order to convey information.
- **Communication – Written:** Ability to write concise, clear letters, reports, articles, or emails including proofing and editing work.
- **Technical aptitude:** Ability to relate to topics that require specialized knowledge and understanding.
- **Project Management:** Ability to plan, organize, direct and control tasks to meet specific goals.
- **Creative –** Ability to think in new ways that produce something new or lead to novel ideas. **Problem solving –** Ability recognize courses of action that can be taken to handle problems and apply contingency plans to solve those problems.
- **Self-motivated –** Ability to reach a goal or perform a task with little supervision or direction.
- **Business Acumen:** Ability to understand business-related topics and issues.
- **Decision Making:** Ability to evaluate information and select an effective suitable course of action using sound judgment.

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### **Experience:**

- Three to five years proven success and experience in grant writing and grants management, preferably working in an organization with a team-oriented staff.
- Strong proficiency in Microsoft Office applications including Word, Excel, and PowerPoint; exposure to database management.

### **Education:**

- Bachelor's Degree. More extensive experience may be considered in lieu of some education.

United Way is an equal opportunity employer and employment practices are implemented without regard to race, color, national origin, gender, religious beliefs, age, disability, sexual orientation, citizenship status, military status or any other basis protected by federal, state, or local fair employment practices.

If you are a job seeker with a disability, or are assisting someone with a disability, and require accessibility assistance or an accommodation to apply for one of our jobs, please call 515-246-6550.