



## DOGS FOR BETTER LIVES JOB DESCRIPTION

**Job Title:** Annual Fund and Grants Associate

**Job Type:** Full-Time, Non-Exempt

**Reports to:** Chief Development Officer

**Company Overview:** Dogs for Better Lives' mission is to professionally train dogs to help people and enhance lives while maintaining a lifelong commitment to all dogs rescued or bred and all people served. Dogs for Better Lives trains and places Assistance Dogs with clients throughout the United States and is supported by a nationwide donor base. Recognized nationally as a premier nonprofit organization, Dogs for Better Lives has been acknowledged by several prestigious organizations including: *Oregon Business' 2018 "Oregon Top 100 Best Nonprofits to Work For,"* top-rated (by donors) organization with *GreatNonprofits (2018)*, and has a four-star rating with *Charity Navigator*.

With more than 30 employees on one site in Central Point, Dogs for Better Lives and its staff enjoy nearly 200 days of sunshine annually in southern Oregon, making it a destination for outdoor and quality of life enthusiasts of all kinds. Located in the Rogue Valley, employees enjoy close proximity to Medford International Airport, accessibility to major hospitals, hiking trails, golf courses, and ski areas with full availability of all amenities of a big city without the congestion.

**Job Summary:** The Annual Fund and Grants Associate plays a key role in prospecting, stewarding, and securing new prospective grants, in support of DBL's key programs and project needs and plays a key role in helping the organization meet its annual fundraising goals. This individual works in synergy with key staff within Development and Finance departments, to ensure that proposals are appropriately presented, tracked, and followed up on. This position will support Dog for Better Lives individual giving program through cultivation, solicitation, and active stewardship.

### Duties and Responsibilities

#### Foundation and Corporate Grants

- Plan and coordinate a program of identification, research, solicitation, and stewardship for corporate and foundation grant makers
- Plan, coordinate and write proposals, including research, data collection, budget, and supporting materials, in collaboration with program directors
- Through regular meetings, calls and attending programs, build relationships with the program managers and their staff.

- Work with the Chief Development Officer, CEO, and individual Program Directors to identify priorities, needs and new programs to pursue through grant opportunities.
- As needed, assist Chief Development Officer on special grants including annual United Way grant submission and reports and Combined Federal Campaign application(s).
- Create and maintain a spreadsheet tracking all grants in the cycle each year, including annual funding opportunities, application guidelines, deadlines, and current status on active grants.
- In addition to required grant reports to foundations and corporations, create a touch-point system to strengthen relationships between DBL and Foundation staff.
- Develop annual budget for foundation and corporate grants in coordination with Chief Development Officer and members of senior leadership team.
- Coordinate site visits related to grant submissions, including Chief Development Officer, CEO, Program Directors, and other key staff when deemed appropriate.

### **Annual Giving**

- Major gift prospect research including current donors.
- Assist in the identification of significant annual campaign donors and assign to appropriate development staff.
- Cultivate and solicit major gift donors for annual campaign.
- Create and execute a plan to upgrade mid-level (\$250-\$500) donors to major donors (over \$1,000).
- Implement on-going personal/written/phone contact with major donors and potential donors.
- Lead and assist with fundraising special events as needed.
- Assist with the development and execution of annual mail solicitation campaign.
- Implement an annual recognition event for annual campaign donors and volunteers, incorporating appropriate staff.
- Act as liaison with groups who raise annual campaign funds, staying abreast of activities.
- Other duties as assigned

### **Qualifications**

- A passion for the work of Dogs for Better Lives and a desire to be part of a team that is making a positive and impactful difference in the lives of people with disabilities.
- Bachelor's degree from an accredited college or at least 5 years of relevant experience.
- Two (2) or more years of successful grant writing experience for non-profit organizations.
- Knowledge of regional/national corporate and foundation community. Knowledge of government grant opportunities a bonus.
- Experience in and/or knowledge of human service programs and issues such as autism, hearing loss, mental health, people with disabilities preferred.
- Excellent writing and editing skills.
- Ability to function independently and in concert with other staff, board members and volunteers.
- Outstanding interpersonal communication skills.
- Proven project management experience working with internal and external constituents.
- Advanced skill level in Microsoft Office Suite; online grant applications; database management systems.

- Maintain high level of integrity, confidentiality, ethical standards - assumes personal responsibility for scope of position.

**If interested in applying, please email Jon Richards at [hr@dogsforbetterlives.org](mailto:hr@dogsforbetterlives.org) with the job title in the subject line and attach your resume and cover letter. Please, no direct phone inquiries.**

*Note: This is a job description, not an employment contract. This job description does not state or imply these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related duties required by management.*

***Dogs for Better Lives is an Equal Opportunity Employer.***