

## Development Coordinator

Peace House is a charitable organization dedicated to ending family violence and abuse, including sexual assault and abuse, in the community through education, outreach, support services and shelter. To fulfill our mission, Peace House offers specific services to all of our clients, including Case Management, Therapy, Advocacy and Crisis Intervention. Peace House is located in Park City, UT. Peace House is an equal opportunity employer.

**Classification** Full-Time

**Salary: \$40,000 - 45,000 per year**

### **Reports to**

Director of Development and Marketing

### **JOB DESCRIPTION**

#### **Summary/Objective**

This position is a key member of the Marketing and Development Team that is responsible for the full range of development and marketing activities for the organization. These activities include grant writing and reporting with public agencies, private foundations, and corporations. Primary responsibilities include identification, preparation, management, and timely submission of grant proposals and reports for unrestricted operating revenue and restricted projects to foundation and government sources. This includes management of current awards, research and identification of new opportunities, and overall coordination and organization of granting in the areas of domestic violence and sexual assault awareness, services, and prevention.

#### **Essential Functions**

(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

##### 1) Proposal preparation

- Plan, coordinate and write letters of intent, requests, and grant proposals.
- Compile reports in collaboration with colleagues.
- Create budgets and budget narratives, and other supporting materials.
- Attention to detail and strong editing skills.

##### 2) Planning and Organizing

- Coordinate overall grant program and timeline according to annual goals.
- Create a culture of collaboration across the organization to manage information and needs.
- Manage database effectively to track work, awards, and reports.
- Plan work schedule to meet the needs of the organization.
- Perform research for new potential funding sources.
- Manage regular grant focused meetings of key staff and volunteers.

##### 3) Prioritizing

- Attention to grant timing cycles and deadlines for submissions and reports.
- Management of multiple project and work deadlines at one time.
- Work with team to gather information necessary to report to funders on current grant and contract programs.

##### 4) Other Development Activities

- Fundraising Content
- Annual Events

- Carry out Annual Development Plan with, and at, the direction of the Director of Development and Marketing

**Competencies:**

1. Composure
2. Functional/Technical Skills
3. Integrity and Trust
4. Planning
5. Time Management
6. Written Communications
7. Ethics and Values
8. Motivating Others
9. Managing vision and purpose

**Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**Position Type/Expected Hours of Work**

40 Hours per week

**Required Education and Experience**

1. Bachelor's degree in communications or a related field.
2. At least 3 years of related experience in grant research, design, preparation and reporting.
3. Proven track record in grant writing and program development.
4. Excellent writing and verbal communication skills.
5. Proficiency in researching, interpreting and analyzing diverse data.
6. Ability to work collaboratively and independently to achieve stated goals.
7. Familiarity with Microsoft programs and database management and tracking.

**Additional Eligibility Qualifications**

1. Strong organizational skills, well disciplined, able to work under pressure of many priorities and meet deadlines.

**Work Authorization/Security Clearance (if applicable)**

Ability to pass background check

Location: Park City

How to Apply: Applicants should email a cover letter and resume to [melissapeacehouse@gmail.com](mailto:melissapeacehouse@gmail.com) with Development Coordinator and (your name) in the subject line

Closing Date: Open until filled.