

ABOUT THE ORGANIZATION: Capital Humane Society is a private, 501(c)3 non-profit community-supported organization and is not affiliated with any government agency or national animal welfare organization. We are an open admission shelter accepting all animals that need assistance regardless of age, health, or temperament. Capital Humane Society maintains contractual relationships to serve as the holding facility for Lincoln Animal Control and Lancaster County authorities. Capital Humane Society has no legal authority to investigate animal abuse or seize animals.

JOB TITLE: Grants & Fundraising Coordinator

REPORTS TO: Director of Development

JOB SUMMARY: The Grants & Fundraising Coordinator is responsible for applying for and reporting on grants and general fundraising tasks under the supervision and direction of the Director of Development. This position is first and foremost an apt storyteller, becoming an expert on all CHS programs and stories, then sharing those via grant submissions and direct mail pieces.

PAY: \$55,000-\$60,000 based on experience

JOB DUTIES & RESPONSIBILITIES

- Perform the planning, writing, and submission of grant proposals to local, state, and federal funding sources. Ensure grant revisions are prepared and submitted as necessary.
- Work with Capital Humane Society staff to document the case for support and accurately describe plans and goals for program implementation.
- Monitor the progress of funded projects for appropriate and effective use of grant funds.
- Serve as a liaison with funding sources for all stages of the grant lifecycle, extending to eventual contract review and acceptance by the Director of Development.
- Oversee quality assurance in grants to ensure all data elements required for reporting to funders are collected, monitors compliance with all current grants, and reports results and accomplishments.
- Oversee the maintenance of grant files, including on-going records of potential grants, grants in progress, and pending grants, as well as completed grants and proposals which were not funded. Ensure a monthly report with this information is prepared.
- Direct the preparation and quarterly updating of an annual calendar of all potential grant proposals to be submitted and grant reports due.
- Maintain robust knowledge of Capital Humane Society's programs, goals, and financial needs.
- Prepare and write thank you letters for grant awards as well as those needed or requested by development and/or program staff.

- Oversee or prepare special funding requests for donors and courtesy reports for donors, in collaboration with the Director of Development. Prepares courtesy reports for funders.
- Develop and maintain strong relationships with grant and foundation partners.
- Create, in coordination with a third-party vendor, all direct mail appeals to donors. Work with CHS veterinary staff to collect stories regarding recovered injured pets to share via direct mail pieces.
- Create Holiday Fundraising Catalog.
- Assist with all CHS fundraising events and special events including third-party events.
- Serve as the CHS representative for Give Nebraska.
- Complete CFC application and listing annually.
- Adhere to internal control policies and confidentiality requirements of CHS.
- Attend special events on behalf of CHS, as needed.
- Participate in special projects, as needed.
- Other duties, as assigned.

REQUIREMENTS & QUALIFICATIONS

A college degree or related experience is desirable.

Previous experience in a non-profit setting is desirable.

Ability to get along well with people and animals.

Must demonstrate ability to communicate and work well with the public and co-workers. Must have demonstrated ability to work on several projects at once under tight deadlines, keen attention to detail, and meticulous approach to record-keeping.

This position requires the person to be computer literate. The ability to use word processing software, spreadsheet software, and do data entry is required. Accuracy in spelling and the ability to compose documents and letters are essential.

Must possess a valid Nebraska driver's license and be insurable by the Capital Humane Society's insurance carrier.

OTHER INFORMATION

Position is expected to work a minimum of 40 hours per week and 8 hours per workday between the hours of 7:00am-6:00pm. Regular schedule is Monday-Friday but does require flexible working hours, at times. Examples: Special events, Tails 'N Trails, Tails 'N Ties, etc.

Position will be expected to spend time at both CHS facilities but will primarily work at the Pieloch Pet Adoption Center.

This person's personal conduct needs to be above average in all areas.

Presence at the job site is an essential element of this position.