

RESOURCE DEVELOPMENT ASSOCIATE

POSITION OVERVIEW

The Resource Development Associate plans, researches, and obtains grant funding from government sources, public & private foundations, and corporate foundations. You will work closely with the Director of Grants Management and Managing Directors of Isles services to maintain and grow a portfolio of 100+ diverse applications a year. Your role includes researching foundations or government agencies with a strong interest in our work; identifying organizational services for potential funding; building relationships with funding staff; working with service staff to develop the case for funding; preparing and submitting proposals to foundations or government sources for funding; and managing the grants database and reporting system.

RESPONSIBILITIES include, but are not limited to:

- Prepare and submit timely, exceptional grant proposals, ensuring high quality standards and meeting of all deadlines
- Coordinate the grant development process from inception to completion
- Develop compelling descriptions of complex program activities in clear, convincing language, in writing and verbally, that motivate funders to support our work and deepen their relationship with the organization
- Participate in and contribute to program research, design, development, and evaluation discussions; coordinate discussions when appropriate
- Research and track new funding opportunities
- Manage Isles' Salesforce database and grants calendar, and produce reports as needed

QUALIFICATIONS

- Bachelor's degree from four-year college or university in journalism, English, marketing, communications, public relations, or other relevant field
- Proven experience in professional grant writing required – nonprofit experience preferred
- Exceptional persuasive and technical writing, organizational, analytical, and editing skills
- Ability to multi-task and maintain extreme attention to detail
- Ability to work independently and collegially in a fast-paced, goal-oriented environment
- Proficiency in Microsoft Office applications required (Word, Excel, PowerPoint, Outlook)
- Proficiency in Salesforce preferred

WHAT IT'S LIKE TO WORK FOR ISLES

Isles strives to provide impactful services, while maintaining a healthy work-life balance and positive, team-oriented atmosphere. Our core values are Diversity, Integrity, Community, Empowerment, Innovation, and Customer Success. Our team consists of more than 45 employees, plus a corps of volunteers and an engaged Board of Directors. The people who thrive on our team are passionate, visionary, curious, creative, open-minded, flexible, self-directed, and willing to learn from mistakes. They are also results-driven, detail-oriented, and responsible.

Please send cover letter, resume and writing sample to hr@isles.org. Your application materials should demonstrate why you're a good fit for this position and what skills, experience, talents, and interest you'll bring to the table.