

# Foundation Relations Coordinator

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**Grade: 8**

**Reports to:** Assistant Director of Advancement  
**Job Status:** Exempt, Full-Time

**Department:** Advancement  
**Approval Date:** April 2018

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## Job Summary:

Responsible for the coordination of a comprehensive grants fundraising program to support the education and conservation initiatives of the South Carolina Aquarium. Directly responsible for pre-award research, planning, organization and preparation as well as the post-award administration and reporting of all grants. Also directly responsible for cultivating and stewarding all grantor relationships. Works in conjunction with the Senior Director of Strategy and Advancement and the Assistant Director of Advancement to identify local, regional and national grant opportunities.

## Essential Functions:

- Maintains a rigorous portfolio of private foundation and corporate foundation grant opportunities. Utilizes pro-active prospect research methods as well as relationship mapping with the board of directors to identify new local, regional, and federal grant opportunities
- Responsible for cultivating new grantor relationships as well as stewarding and maintaining a portfolio of existing relationships
- Coordinates the planning and preparation of grant proposals across all departments
- Serves as a liaison between program staff and granting agencies, in conjunction with the Assistant Director of Advancement, in the budgeting and preparation of grant proposals
- Prepares and compiles all components of each grant submission, ensuring that the proposal is formatted, packaged, and submitted in accordance with granting agency requirements
- Develops and maintains specialized databases and systems for recording and tracking grant proposals, awards, and related statistical information for both internal purposes as well as for reporting
- Develops and maintains a library of reference documentation and supplemental materials necessary for grant submissions
- Monitors and coordinates the administration of post-award grants to ensure that budgeting and administrative policies, procedures, and agency requirements are being followed
- Works directly with the Assistant Director of Advancement to develop new grant opportunities and leads through prospect research and appropriate mapping
- Performs miscellaneous job-related duties as assigned

## Other Duties and Responsibilities:

- Develop a fluent understanding of Aquarium programs. Support the mission by participating in Aquarium sponsored programs and events on a regular basis. Assist with the promotion of the organization in the community. Represent the Aquarium at public events and functions.
- Follow South Carolina Aquarium Gift Acceptance Guidelines, Policies and Procedures. Provide input on updates as needed. Keep informed about the development field generally, and especially the tax aspects of charitable gifts and new legislation rulings affecting such gifts.
- Coordinate volunteer support on an as needed basis for projects and events.

- Maintain a customer service demeanor at all times. Responds to donors with the appropriate level of urgency. Ask questions to identify donor's needs or expectations in a pleasant and respectful manner. In completing tasks, continually consider the impact of those actions on the donor, and is flexible to accommodate donor's needs. Stay informed about the development field, particularly as it relates to grant reporting standards
- Regularly assist the Advancement Department with donor and member special events after regular business hours
- Work with the Marketing and Strategic Communications Department to ensure consistent organizational branding.
- Adhere to the South Carolina Aquarium Policies and Procedures.
- Other duties as requested by the Senior Director of Strategy and Advancement or Assistant Director of Advancement.

### **Knowledge, Skills and Abilities:**

- Ability to communicate effectively, both orally and through written communications
- Ability to determine needs, collect and analyze information and devise statistical analyses and reports
- Skilled in the use of personal computers and related software applications
- Database management skills; some experience with Raiser's Edge software preferable
- Ability to analyze financial data and prepare financial reports, statements, budget and projections
- Knowledge of grant funding policies and procedures and applicable local, state and federal regulations
- Knowledge of local, state and federal funding sources and procedures
- Ability to conduct prospect research
- Must agree to use discretion and demonstrate ability to work with sensitive and confidential financial information

### **Education and Experience Required:**

- At least 3 years of experience directly researching, preparing, and reporting on grants for a nonprofit organization
- Bachelor's degree in relevant field preferred

### **Physical Requirements:**

Requires average walking, standing, bending, stooping, crouching, sitting, kneeling, balancing, pushing and pulling, crawling, climbing ladders, computer and phone tasks in a normal office environment.

### **Working Conditions:**

- Normal office environment
- Occasionally need to work weekends and nights.

**The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not construed to be an exhaustive list of all job duties performed by the personnel classified.**

**The Aquarium is an "at-will" employer, and as such, employment with the Aquarium is not for a fixed term, or definite period and may be terminated at the will of either party, with or without cause, and without prior notice.**