

Posting Information

Position Title: National Foundation Relations Specialist **Position Type:** Full-Time Employment
Position Location: Alpharetta, GA **Position Pay:** \$95,000 - \$110,000
Hiring Manager: Lynda Smith | hr@youniquefoundation.org | 385.345.4556

Foundation Purpose

The Younique Foundation exists to eradicate child sexual abuse and its impacts. We provide healing educational retreats, support groups, and online healing resources for adult female survivors. We also provide online prevention resources and community education courses/materials for parents and caregivers to reduce the risk of abuse from occurring. Lastly, we know that this issue thrives in secrecy and silence, so we seek to grow public awareness of this silent epidemic. Our ultimate goal is to improve lives through the elimination of child sexual abuse.

Qualifications

The National Foundation Relations Specialist has the primary responsibility for cultivation, solicitation and stewardship associated with foundations. Responsibilities include relationship management, grant identification, writing and management, and prospect research to identify and cultivate new sources of funding. The position requires a bachelor's degree with at least 5 years of experience in donor relations/stewardship and grant writing. Demonstrated success in identifying, cultivating, and managing fundraising relationships with foundation leaders. Significant writing experience and proven track record of accessing private grants in excess of \$25,000, with the annual goal to raise \$300,000 - \$500,000.

Educational/Professional Requirements

- Bachelor's Degree in Business or non-profit equivalent field

Experience Requirements

- The position requires a bachelor's degree with at least 5 years of experience in donor relations/stewardship and grant writing.
- Demonstrated leadership, national and global relationship building experience
- Strong organizational skills
- Non-profit experience preferred

Responsibilities

Donor Relations:

- Assume primary responsibility for foundation cultivation, stewardship and retention.
- Activities include meetings, emails, phone calls, letters, reports.
- Lead planning and strategy for donor visits and other targeted contact with donors and prospects.
- Provide ongoing stewardship to funders and ensure recognition opportunities.
- Work with Outreach/Volunteer Team to cultivate as needed.
- Support reporting requirements to sustain deep partnerships.

- Maintain record of activities and contact reports.

Grant Writing/Grant Management:

- Develop streamlined process for grant identification acquisition and follow up pertaining to all private grant activities with the goal to increase the number of grant submissions through enhanced research and identification and by re-packaging language.
- Draft proposals, concept papers, and reports to solicit and steward new and current foundations donors.
- Manage the preparation and submission of proposals and reports ensuring enough lead time is given to other staff contributing to the proposal including program teams, finance, executive staff.
- Responsible for all administrative duties related to grants, including securing all necessary approvals, signatures, attachments, and documentation.
- Maintain accurate records.

Research:

- Identify and qualify foundation prospects; perform continual research for new grant opportunities in order to write proposals that have mutual alignment.
- Manage and execute appropriate strategies for identifying and soliciting new prospects and obtaining funding.
- Attend and contribute to Development Team meetings and other cross functional teams to understand funding priorities and operational needs.