

Class Title: Grant and Development Coordinator

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Obtains grants, researches, identifies and solicits donors. Maintains and utilizes a structured system for donor accounts, solicitations and recognition. Develops partnerships with public and private organizations.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Raises funds and actively seeks members by writing a development plan, writing proposals and correspondence, researching prospects, organizing events, writing the membership plan, establishing partnerships with downtown businesses, conducting marketing and promotions, and processing family and corporate memberships.
2	S	Cultivates and educates board members by participating in board meetings and events, implementing a communications plan, and encouraging board support.
3	S	Maintains donor and member records by inputting all donations, memberships and event data into the system, coordinating record keeping with Finance and the Foundation Treasurer, processing acknowledgements and pledge reminders, and compiling development and membership reports.

CSC Adopted: October 2001, CSC Revised: _____

CLASS REQUIREMENTS:

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Three years experience.
Certifications and Other Requirements	Valid Driver's License may be required depending on assignment.
Reading	Work requires the ability to read grant guidelines, annual reports, program announcements, proposals, memorandum, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write proposals, letters, grants, sponsorship packages, memorandum, and general correspondence.
Managerial	Managerial responsibilities include strategic planning, overseeing part-time employees, preparing project campaigns, and planning development and membership activities.
Budget Responsibility	Performs research for documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size.
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required.

CSC Adopted: **October 2001**, CSC Revised: _____

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
--	--	--	--	----------------------------

This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Copier, fax machine, filing, presentations
Sitting	F	Computer, desk work, answering telephone, meetings
Walking	F	Inter-office, to/from meetings, to/from office equipment
Lifting	O	Office supplies, files, books, manuals
Carrying	O	Office supplies, files, books, manuals
Pushing/Pulling	O	Chairs, file cabinet drawers, doors
Reaching	O	Filing in cabinet drawers, office supplies
Handling	O	Office supplies, files, books, manual
Fine Dexterity	F	Computer keyboard, calculator, writing, telephone keypad
Kneeling	R	Filing in cabinet drawers
Crouching	R	Filing in cabinet drawers
Crawling	N	
Bending	R	Filing in cabinet drawers
Twisting	O	To/from computer to desk, to/from computer to telephone
Climbing	R	Stairs, ladders
Balancing	R	Stairs, ladders
Vision	C	Computer, desk work, writing, reading, observations, use of office equipment, training classes
Hearing	C	Telephone, co-workers, staff, supervisor, meetings, presentations, training classes
Talking	F	Telephone, co-workers, staff, supervisor, meetings, presentations, training classes
Foot Controls	R	Driving
Other (specify)	N	

CSC Adopted: October 2001, CSC Revised: _____

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, printer, scanner, standard Microsoft Windows and Office software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
-----------	-------------------------------	--------------------------------	----------------	-----------

HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
--	--	--	--	----------------------------

NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	N
Frequent Change of Tasks	R
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	N

- (3)