

Job Title: Brady Faith Center and Brady Market Grant Management & Fund Development Specialist

Supervisor: Executive Director and Associate Executive Director

Introduction: At the Brady Faith Center, we are delighted with the growth we have experienced over the past 12 years, and we are seeking a new member of our team to join us as we continue to expand and strengthen our programs and services, including our Brady Farm and new Brady Market initiative. The Center has an opening for a Grant Management & Fund Development Specialist who will work in partnership with board members, the executive director and Associate Executive Director, our leadership team, members of the fund development committee and key volunteers to sustain and grow programs and projects in support of our mission.

General Job Description: The primary responsibility of the Development Specialist is to take the lead role in the continued success and growth of Brady Faith Center's and Brady Market's fund development initiatives and management of grant applications and reporting. The Development Specialist will take the lead in the development and management of donor cultivation activities, recurring and annual giving, grant tracking and reporting, and sponsorship donations for fundraising events, and increase related relationship-building activities. They will support program staff and the Associate Executive Director in finding and crafting grant applications.

Primary Responsibilities:

- With the Executive Director, Board of Director's, Staff and Board Development Committee, sustain and grow the organizations current fund development initiatives to meet the mission and priorities of the organization, including strategies for cultivating, soliciting and stewarding new and existing donors for our annual appeals, special events, corporate sponsorships, end of life planning including wills and estate planning, foundation giving, planned giving and major gifts.
- Secure new and existing individual and corporate sponsorships for Brady fundraising events, including Bike for Brady and the Brady Breakfast.
- Research, conduct and set up visits and meetings with prospects and donors for gift cultivation.
- With the Associate Executive Director and Program Coordinator, sustain and grow the organization's grant-based income.
- Identify granting organizations whose funding guidelines fit the Brady Faith Center mission and activities.
- Maintain organization information on grant portals, support grant writing, and coordinate grant reporting with program staff.
- Work with our staff, board members and key volunteers to create consistent and effective materials (e.g., case statement, brochures, press releases, internet materials, etc.) to communicate Brady Faith Center's mission and impact to various constituencies.
- Support and increase benefit from Brady Faith Center special events and programming.
- Provide support to the Executive Director, Board of Directors, Fund Development Committee and key volunteers for lead giving, networking and best fundraising practices.
- Oversee development and management of Brady Faith Center email/donor database.
- Other duties as requested.

Required Qualifications:

- Associate's Degree or higher.
- 2+ years experience with fundraising, grant writing and reporting (equivalent education/experience may be substituted for stated requirements).
- Demonstrated experience in creating and implementing innovative and successful fund development strategies.
- Demonstrated ability to write successful grant applications.
- Experience with or ability to quickly learn fundraising database applications.
- Commitment to the mission and goals of the organization.
- Proficiency with Excel, Word, PowerPoint and creative suite applications such as Canva, InDesign, or Illustrator.
- An ability to work occasional evenings and weekends.
- A dedication to completing grant applications and reporting requirements in a timely manner.
- Excellent interpersonal, verbal and written communication skills.
- An ability to develop and give effective formal and informal presentations.
- Effective time management and organizational skills, with ability to prioritize and multi-task.
- Creativity and problem-solving skills.
- Ability to work successfully independently and as part of a team.

Preferred Qualifications:

- Knowledge of broad-based fundraising campaigns including: major gifts, direct mail / email, gifts, special events, corporate and foundation gifts.
- Proven success in solicitations of individual gifts of \$1,000 and above.
- 3+ years as a fund development professional
- Experience with donor management database programs

Salary & Hours: The position is \$23-\$27 per hour, contingent upon experience. The position is 40 hours per week, with flexible work hours and location. We offer a competitive benefits package. Interested candidates should submit their resumes and letter of interest to Jessi Lyons, Brady Faith Center, 404 South Avenue, Syracuse, New York, 13204. Review of resumes will begin the week of March 11, 2024 and will continue until the position is filled.

Job Location, Times: Work will be done jointly from the Brady Faith Center, Brady Market and at home and may take place during off hours to include evenings, early mornings and weekends.

Three references are required.

Questions: Call Jessi Lyons at (315) 472-9077 or email at: jlyons@bradyfaith.org