***Rural Community Assistance Corporation***

**Job Description**

 ***Fund Developer***

**Classification:** *Grade D* **Department:** *Communications, Development & Events*

**Status:** *Exempt* **Supervisor:** *Fund Development Manager*

**Organization**

Founded in 1978, RCAC is a 501(c)(3) nonprofit that provides training, technical and financial resources and advocacy so low-income rural communities can achieve their goals and visions. For more than 40 years, our dedicated staff and active board, motivated by our core values: leadership, collaboration, commitment, quality and integrity, have helped effect positive change in rural communities across the West.

**Communications Development and Events (CDE)**

The CDE department is responsible for raising funds, managing all communications and coordinating events for the organization. Each year, the Development team raises more than $20 million to support RCAC’s work; the Events unit coordinates more than 400 trainings, workshops, conferences and other events, both internal and external; and the communications team manages all marketing, publications and creates advocacy and social media materials.

**Position Description**

The Fund Developer works with the Fund Development Manager and the CDE Director to plan, develop and secure grants, contracts and investments for the corporation. Major responsibilities include, but are not limited to: read and understand a wide range of requests for proposals; coordinate, plan and write grant applications; assist with securing Loan Fund investments; and assist the director and manager to maintain documents, binders and files; edit, prepare, format, and package proposals; compile appendices and attachments; and submit proposals on multiple grant submission platforms.

**Specific job goals, objectives and tasks are established for each employee as part of the annual evaluation and work plan process. Examples of responsibilities and duties include, but are not limited to the following:**

* Conduct research to identify potential funding sources and Loan Fund investors
* Coordinate, plan, develop, review and write grant proposals for public and private resources
* Raise funds for conferences and other events as needed
* Help to secure Loan Fund investments
* Maintain documents, binders and files
* Edit, prepare, format and package proposal submissions
* Compile appendices and attachments for proposals
* Submit proposals on a variety of grant submission platforms
* Manage tasks and resources effectively and efficiently
* Be an active member of the Communications and Development team; enhance the team’s effectiveness and performance
* Maintain relationships with existing private and public funders and investors.
* Develop contacts with potential funders
* Perform other duties as assigned

**Skills and Qualifications**

* Excellent written and verbal communication skills
* Ability to proofread and edit documents
* Proficiency with Microsoft Office applications including CRM databases and marketing platforms
* Understanding of the banking industry’s Community Reinvestment Act
* Knowledge of public, private and corporate funding resources and procedures
* Knowledge of grant submission platforms
* Ability to work with minimum supervision and effectively prioritize multiple tasks
* Ability to follow detailed instructions
* Ability to troubleshoot and problem solve
* Ability to organize and prioritize work to meet established timelines and deadlines
* Ability to work individually and as part of a team
* Ability to understand and communicate RCAC’s vision for the future

**Physical Job Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable persons with disabilities to perform the essential functions.

Work performed in an office requires ability to operate computers and various pieces of office equipment, including telephone. Use may be moderate (average 2 hours per day) to heavy (4 or more hours per day)

While performing the duties of this position, the employee is frequently required to stand and/or sit for prolonged periods of time; walk; talk; hear; use hand to finger; handle; feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

The employee may occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

This position may require light (up to 1 to 5 days per month) automobile and airline travel, including overnight travel.

**Preferred Education and Experience**

A combination of experience and education is necessary to qualify for the position. A typical qualifying combination may be:

Experience:

A strong writing background is required. A minimum of two years of applicable experience in fund development for nonprofit or public corporations is preferred (education may be substituted for the some of the experience).

Preferred Education:

Bachelor’s degree (additional qualifying experience may be substituted)

**Special Requirements**

Possession of a valid driver's license and proof of insurance that meets the minimum requirements ($100,000/$300,000) of RCAC corporate liability policy may be required when traveling for business purposes.