



Director of Grants Development

January 2023

WHO WE ARE: The [Rocky Mountain Partnership \(RMP\)](#) is a coalition of cross-sector partners and community members committed to working TOGETHER to achieve the vision and mission outlined below. RMP has formed a 501(c)(3) that employs a dedicated team, separate from participating organizations, to drive the shared work.

OUR VISION: Our vision is that every community member in Adams County, the City of Aurora, and the City and County of Broomfield, regardless of race, ethnicity, gender, age, zip code or circumstance, has the opportunity to earn an income that allows them to take care of themselves and their families, and thrive from cradle to career.

OUR MISSION: We come together to solve challenging problems that stand in the way of community members' ability to be economically and socially mobile. We do this by understanding what those most impacted by decisions are experiencing, building on what works, deploying new and innovative strategies, and supporting dollars to go to the things that work.

RMP is dedicated to eliminating inequities – including barriers of race, ethnicity, class, ability, age, immigration status, gender identity/expression and their intersections. RMP values **the diversity of lived experiences** and works diligently to eliminate inequities in ourselves and the Partnership.

POSITION PURPOSE: The Director of Grants Development is a member of the Backbone Team, who works to secure grant funding that supports not only the Backbone organization, but partner organizations working towards improving shared outcomes. Working with the Senior Director of Stakeholder Engagement and Partners, this individual serves as primary lead of the grants portfolio for Backbone sustainability and collaborative work. In addition to managing current funding opportunities the Director of Grants Development leads the organization in identifying viable new grants and coordinating efforts to build the current grants portfolio.

STATUS: Full-Time, 1 FTE / 40 Hours, Exempt

REPORTS TO: Senior Director of Stakeholder Engagement

WORK LOCATION: Rocky Mountain Partnership's (RMP) satellite office at Community Reach Center (1870 W 122nd Ave, Westminster, CO 80243), remote online work from home and designated locations within the community. Must be available for in-person work with the RMP Team and Partners.

ESSENTIAL RESPONSIBILITIES

Grant Writing and Management: For the RMP Backbone Entity

- Ability to distill and synthesize information that is representative of the marginalized communities RMP serves to accurately tell the story of RMP's impact to funders and stakeholders
- Serves as primary lead and responsible for the grants portfolio including development, writing, editing, submission, securing, tracking, and reporting
- Acquire and maintain sound knowledge of the organization and Partnership strategies to generate revenue through the timely submission grant and sponsorship opportunities
- Works closely with the team to capture appropriate content, coordinate applications and reports
- Prospect, research and vet new investment and funding opportunities for the organization and the Partnership
- Responsible for stewarding relationships with foundations and granters and serves as convener of site visits with the team and partnership
- Manage and maintain grant and fund development tracking and calendars for processing grant agreements, acknowledging grant awards, payments, reporting, and records
- Participate as a member of the team to refine and implement improvements towards the grant and fund development strategies
- Maintain accurate database records

Grant Writing and Management: For RMP Partner Organizations

- Works with Project Managers and Partners investing at \$15,000+ level to identify grant opportunities, write and develop grants that advance the Partners work towards improving shared outcomes tied to the work of the Partnership
- Effectively serves as the project manager for identifying, researching, and vetting outcomes financing opportunities that align to advancing RMP's collective work
- Effectively serves as project manager for managing action needed to obtain outcomes financing to advance RMP's collective work; this includes developing and submitting applications as needed, and ensuring that community leaders, partners, and relevant team members have provided input on and are crystal clear on the action underway to obtain financing
- Ensure project management infrastructure for outcomes financing is organized, up to date, and easy to navigate for the RMP team and partners; this includes asana, google drive, CRM software, etc.
- Maintains strong, positive relationships with private funders / foundations, and facilitates the RMP team and partners to develop and strengthen these relationships
- Works with RMP Team members to ensure private dollars are being identified, mapped, made available to partners, and used by the RMP Team and partners to effectively drive action
- Ensures local, state, and national best practices, resources, related to outcomes financing are identified and lifted to RMP team and partners in an organized and timely manner in order to support them to leverage and build on what already exists before starting from scratch

OTHER DUTIES/RESPONSIBILITIES

- Collaborate with the team to develop and execute annual and long-term fund development goals, plans, strategies and budgets
- Develop and/or maintain grant policies and procedures
- Oversee electronic and paper filing process and records of grant awards
- Connect with stakeholders under the guidance of the Backbone team, supporting the work of the Partnership
- Contribute to fund development and organizational efforts to steward relationships with existing funders and identify new funding opportunities
- Represent RMP at community and national functions
- Other duties as assigned

Employees are held accountable for all duties of this job.

QUALIFICATIONS

Experience

- Three years of experience in grant writing and review, reporting, and fundraising for a nonprofit
- Experience with writing grants for a variety of audiences including foundations, federal, state, and local funding sources
- Experience working or living in the RMP region or is committed to learning about and working in the RMP Region

Knowledge, Skills, and Abilities

- Ability to work in alignment with the [vision, mission, and values](#) of the RMP, including a commitment to systems transformation and racial equity
- Excellent written communication skills with ability to tailor messages to a variety of audiences and for various purposes; technical, creative, and persuasive writing skills
- Excellent database management and computer skills, including Google Office applications including Google Sheets and Google Documents, Word, PowerPoint, Excel, e.g.
- Ability to identify new grants and funding opportunities with ability to synthesize opportunities for action
- Passion for and commitment to working for racially diverse partnership
- Ability to multitask and balance multiple projects at once while meeting deadlines
- Willingness and flexibility to create and manage timelines within constraints of team and partner schedules
- Strong project management and organizational skills that reflect ability to perform and prioritize multiple tasks; excellent attention to detail
- Highly resourceful and outcomes driven team-player, demonstrate high level of customer/client service and response
- Strong problem solving skills; self-motivated and self-directed
- Adaptable to various competing demands, skilled at working in an ever-changing, fast paced, complex environment including mediation skills
- Ability to think and execute creatively and innovatively

WORKING CONDITIONS

- **Work Environment:** The flexible work schedule and environment characteristics described herein are representative of those an employee encounters while performing the essential duties of this job at a home office, in office and meeting settings at RMP's offices and meeting spaces within the community during business hours and occasional evenings and weekends. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- **Physical Activities:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, listen, operate a computer, operate a motor vehicle, and lift and/or move more than 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

COMPENSATION & BENEFITS

RMP offers competitive salary and benefits, commensurate with experience and skills. The starting salary range for this position is \$62,000-\$72,500. The position offers flexibility with schedule and includes a strong benefits package including a Simple IRA retirement plan with employer match, health, dental, and vision insurance, paid holidays, paid time off, paid medical and parental leave.

HOW TO APPLY

Candidates are requested to submit a resume, cover letter, and if selected for an interview be willing to provide a short summary of average award amounts and names of local, state, and national foundations successfully obtained in the last three years to kendrasimpson@RMPBackbone.org. This position will remain open until filled.