



POSITION ANNOUNCEMENT

TITLE: Assistant Director – Grants & Foundation Relations

Position Overview

The Assistant Director – Grants & Foundation Relations is responsible for the creation and management of a well-coordinated, strategic development plan to cultivate and solicit support from foundations. This position works to establish long-term partnerships, strengthen existing relationships and initiate new contacts within the foundation and corporate sectors.

Primary Responsibilities

- Facilitate, review, edit and submit grant proposals and fulfill grant-related requirements; meet or exceed annual revenue goals as collectively established by the Chief Development Officer and Senior Director, Stewardship & Donor Engagement.
- Lead the statewide strategy for cultivation, solicitation, and stewardship of foundation funders
- Research institutional entities, grant opportunities, and high-potential partnerships that will help fund program areas and advance the overall work of Special Olympics Illinois
- Write fundraising materials, including concept notes and proposals, project budgets and financial reports, program updates and narrative reports – writing in a variety of styles, ranging from the highly technical submissions typical for major institutional foundations, to the more personal style appropriate for some family foundations
- Research current and prospective foundation partners, analyze grant-making strategies and histories to prepare and/or update partner profile documents and briefing materials
- Serve as grant-related organizational liaison and collaborate with internal and external partners, Special Olympics Illinois Board Members and Foundation Board Members
- Routinely develop and review library of asks, program-specific content and stewardship collateral
- Actively participate in departmental revenue and expense budget planning, balancing ambitious goals with accurate forecasting of foundation revenue projections
- As needed and assigned, conduct presentations to a variety of internal and external constituents for the purpose of educating groups about Special Olympics Illinois
- Provide support to entire Special Olympics Illinois Team in transforming ideas into grant proposals

Qualifications

- Bachelor's degree required
- 3+ years of professional experience in grant writing, managing partnerships, and funding with private foundations
- Excellent communication skills, both written and oral; ability to influence and engage a diverse range of constituents and build long-term relationships
- Experience as a grant writer with the ability to translate complex issues into fundraising goals and objectives and skill to articulate organization's mission to the funding community
- Professional and resourceful style; the ability to take initiative and to manage multiple tasks and projects at a time
- Demonstrated ability to work collaboratively with Board members, leadership, across departments and with counterparts, to effectively cultivate donors and prospects
- Computer fluency in MS Office and CRM experience (Salesforce preferred); knowledgeable about the role technology plays in fundraising
- High energy and passion for Special Olympics mission
- Ability to handle confidential information

Special Olympics Illinois

605 E. Willow St., Normal, IL 61761

Tel 309-888-2551 Fax 309-888-2570

www.soill.org

Created by the Joseph P. Kennedy Jr. Foundation for the benefit of persons with intellectual disabilities



Work Schedule

- Based remotely in Illinois (with flexibility for hybrid schedule at nearest regional SOILL office)
- Ability to travel statewide as position demands
- Monday through Friday; position requires work and travel outside normal business hours
- Occasional on-site management or attendance required at events, both outdoor and indoor
- Reports to Senior Director, Stewardship & Donor Engagement
- Offers of employment are contingent upon clear results of a background check

To Apply

- To apply for this position, please send a copy of your resume with a cover letter to Matt Johnson at mjohnson@soill.org by 7/30/21

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