



Grants and Advancement Manager

Reports to: CEO

Status: Full-Time Position

About Valerie's House:

Valerie's House is a non-profit organization based in Fort Myers, Florida with satellite locations in Naples, Punta Gorda, and Pensacola. Valerie's House is a special place for children and families to connect with one another and learn the tools to heal after they have experienced the death of someone they love. With peer support groups, mentoring, and family support. The mission is to help children and families work through the loss of a loved one together and go on to live fulfilling lives. Our vision is that no child will grieve alone. For more information, go to www.valereshouse.org

Summary:

The Grants and Advancement Manager will work closely with the CEO to continue building a strong base of support for the organization through grant fundraising and mission advancement. This person will be responsible for researching and identifying opportunities, writing grant proposals, and fulfilling grant reporting requirements with funders, including foundations, corporations/businesses, civic groups, places of worship, and other organizations. This person will also help advance the mission of and bring awareness to the organization through stewarding community relationships and public speaking, as needed. The Grants and Advancement Manager will have a deep understanding of the Valerie's House grief support program, be actively involved with its children and families, and act as an advocate for grieving children in the community.

Areas of Responsibility and Essential Duties:

Grant Writing:

- Research grant opportunities that will help fund Valerie's House general operations and programs.

- Write grant proposals in accordance with grantor standards or requirements.
- Establish a network and working rapport with prospective and existing grantors.
- Establish an awareness of potentially fundable programs and projects.
- Work with members of various departments to gather information for grant proposals.
- Oversee all grant reporting and status updates.
- Make presentations before potential donors/grantors, members of the community, schools, places of worship, groups, etc.

Development and Communications:

- Creates and builds strong, lasting relationships with current and new donors, gaining trust and genuinely sharing the needs of the Valerie's House mission.
- Self-motivated and works independently, sets up various meetings and tours with prospects while making introductions with CEO to share story and passion for Valerie's House.
- Prepares for and makes the ask for financial gifts, security solid funding to help the children and families of Valerie's House.
- Oversees Communications Coordinator and Development Associate, helping build brand awareness and ensure donor thank you process is running smoothly.
- Participates in activities that engage constituents, bring awareness, and advance the mission of Valerie's House.
- Assists with Valerie's House events and family activities, as needed.

Required Skills and Abilities:

- Excellent verbal and written communication skills required, including public contacts and presentations.
- Ability to use Valerie's House donor and grant databases to enter accurate interactions, notes, and other relevant details.
- Ability to generate reports and analyze trends.
- Ability to organize and maintain detailed records, complete necessary paperwork, and meet deadlines.
- Excellent social and business skills in day-to-day interactions with all community constituents.
- Ability to steward relationships, cultivate constituents, and represent the organization in a way that contributes to Valerie's House having a positive, coordinated presence in the community.
- Ability to collaborate and work well with coworkers.

Requirements:

- A Bachelor's degree is required. A proven track record with a minimum of five years of relevant experience is required.
- Flexibility in schedule to work occasional evenings and weekends is required.
- An understanding of the impact of bereavement on children, teenagers and adults is preferred.
- Must be able to use the computer to create professional documents and reports using current word processing and report building software.
- Must have a valid Florida Driver's License and a personal vehicle for work-related travel.
- Must have the ability to travel extensively throughout Southwest Florida.
- Must be able to lift up to 5lbs of program supplies and office-related materials.

Competitive salary including health and retirement benefits. Relocation package available. Interested applicants please email resume with salary requirements to careers@valerieshouse.org.