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www.iaiworke.com

Mission Statement: Develop individual assets with time honored training practices and connect talent with industry

FUNDRAISING/GRANT WRITING COORDINATOR

General Summary

The Fundraising/Grant Writing Coordinator is responsible for the identification, cultivation, and solicitation of gifts from individuals and corporations for Noble Path, equipment purchases, operating gifts, sponsorships, matching gifts, planned gifts or other support (restricted or unrestricted). The Fundraising/Grant Writing Coordinator is also required to aggressively seek and apply for appropriate grants to support Industrial Arts Institute (IAI). These activities may be performed independently, or in support of the Executive Director, Operations Manager, or to assist members of the board, and volunteers. Work closely with and report to the Executive Director and/or Operations Manager. Performs related work as required. Currently a part time position (24-29 hours weekly) with the potential to become full-time.

Essential Functions

- Solicit gifts from individuals and corporations, including the management of the cultivation and solicitation
- Develop cultivation and solicitation strategies for a donor or group of donors that align to the needs and development plans of IAI
- Prepare all special correspondence for the portfolio of donors and donor prospects managed by this position
- Ensure that appropriate recognition, fulfillment and stewardship obligations and expectations are met for gifts negotiated or solicited
- Complete a reasonable number of contacts (by phone, letter, email, or in-person) with current donors and prospects to sustain and nurture relationships
- Assist in the training, solicitation activity, results, rewards, and recognition for volunteers.
- Develop a comprehensive grant writing program.
- Coordinates all grant work by researching, writing, tracking, measuring, and reporting grants
- Responsible for creating gift acknowledgement letters for each proposal and helping to develop content for the Foundations website, donor stewardship materials and publications
- Participate as a part of IAI's team in a collegial fashion
- Flexible work hours for required attendance at trainings, events, campaigns, and other requirements of this position.
- Carry out such other activities as may be assigned by the Executive Director and/or Board of Directors

Qualifications

- Familiarity with the concepts and benefits of planned giving
- The ability to communicate effectively in written and verbal form
- The ability to relate to and build meaningful relationships with diverse population of current, potential donors, board members and volunteers
- Sensitivity to donor relations management
- Proficiency in fundraising software program(s) / or ability to become proficient
- The ability to work on a team
- The ability to use Microsoft Word, Excel, Outlook and are comfortable working with computer databases

E-MAIL RESUME TO: MARK DOMBROSKI- EXECUTIVE DIRECTOR iaidirector@iaiworke.com



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