



Job Title:	Director of Grants	Department:	Resource Development & Communications
Reports To:	Vice President for Finance/COO	Classification Type:	Exempt
Level/Salary Range:		Master Job Description:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Supervises:	Sr. Grant Coordinator; Grant Coordinator; Development Coordinator (Data Resources and Fundraising functions)		

Job Description

POSITION SUMMARY
 A seasoned grant professional to evaluate institutional needs and lead efforts to seek and manage funding opportunities from public and private sources to support current and future BRF initiatives and priorities. This individual will eventually replace the current Director of Grants Development who is retiring. Please apply with cover letter and résumé that addresses the requirements and qualifications sought to Frances Buffin, frances.buffin@brfla.org.

ESSENTIAL FUNCTIONS
 Responsibilities include but not limited to:

- Evaluates project concepts from BRF divisions to determine fit with BRF priorities and feasibility of achieving funding.
- Directs and takes an active role in the development of cases and proposals for projects to seek funding from individuals, foundations, corporations, and governmental agencies to support BRF priorities.
- Coordinates teams to develop funding applications to public and private sources and oversees submission process. These sources may include federal, state and local grants, cooperative agreements, appropriations, capital outlay, and private foundation or corporation grants.
- Coordinates annual reporting to the Caddo Parish Commission on BRF’s usage of tax millage funds.
- Oversees grant management activities including reporting, deadlines, compliance with grant terms, and communications with funders.
- Oversees state and federal agency registrations to enable submission of applications and funding of awards.
- Oversees the EDVentures division programs and activities.
- Coordinates institutional research projects, surveys, studies, literature reviews and data searches.
- Coordinates with the Director of Public Relations and Director of Philanthropy personnel as needed.
- Participates on boards and committees as required.

MINIMUM QUALIFICATIONS AND EDUCATION REQUIREMENTS
 Master’s Degree or equivalent. Minimum five (5) years of experience with federal, state, local and private grants pre and post award project management. Knowledge and experience in funding compliance regulations. Must be able to direct and manage teams to complete all phases of a grant cycle. Proficiency with grant submittal, tracking and management software platforms is essential. CFRE or grant professional certification favored. Excellent oral, written, and numeric skills required.



REQUIRED KNOWLEDGE SKILLS AND ABILITIES

Able to demonstrate excellent written and verbal communication skills.
 Able to demonstrate strong interpersonal skills, independent judgment to plan, prioritize and organize diversified workload and staff.
 Able to use computer and software proficiently including data base management software to support grant and donor activity.
 Able to lead diverse teams to accomplish BRF goals.
 Individuals must possess these knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills or abilities and to possess the necessary physical requirements with or without the aid of mechanical devices to safely perform the essential functions of the job.

Degree of Physical Demand (Strength): Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Physical Demands: Positions: Standing, Sitting, Walking, Stooping. Weight/Force: Lifting, Pushing, Carrying, Pulling. Controls: Hand/Arm Foot/Leg, Motor Coordination, Finger Dexterity, Manual Dexterity, Eye/Hand/Foot Coordination.

Type of Physical Activity Required: Acuity, far- Clarity of vision at 20 feet or more. Acuity, near- Clarity of vision at 20 inches or less. Depth Perception - Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are. Field of Vision - Observing an area that can be seen up and in a given point. Accommodation - Adjustment of lens of eye to bring an object into sharp focus. Color Vision - Ability to identify and distinguish colors. Climbing - Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like, using feet and legs and/or hands and arms. Balancing - Maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces. Stooping - Bending body downward and forward by bending spine at the waist. Kneeling - Bending legs at knee to come to a rest on knee or knees. Crouching - Bending the body downward and forward by bending leg and spine. Crawling - Moving about on hands and knees or hands and feet. Reaching - Extending hand(s) and arm(s) in any direction. Handling - Seizing, holding, grasping, turning, or otherwise working with hands. Fingers are involved only to the extent that they are an extension of the hand. Fingering - Picking, pinching, or otherwise working with fingers primarily (rather than with whole hand or arm as in handling.) Feeling - Perceiving attributes of objects such as size, shape, temperature, or texture by means of receptors in skin, particularly those of finger tips. Talking - Expressing or exchanging ideas by means of the spoken word. Hearing - Perceiving the nature of sounds.

Working Conditions: Able to perform work in a professional office environment. Able to adapt to changing priorities.

Machines, Tool, Equipment and Work Aids: Requires the use of machines and/or tools specific to applicable position.

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required for the position. Assigned responsibilities and activities may change as needed.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	