

UNITED WAY OF BROOME COUNTY  
POSITION DESCRIPTION



**POSITION TITLE:** Fund Development & Grant Writer Associate  
**REPORTS TO:** Executive Director, United Way of Broome County  
**STATUS:** Non-Exempt  
**CATEGORY:** Part-Time  
**LOCATION:** United Way of Broome County Offices  
101 South Jensen Road, Vestal, New York 13850  
**HOURS:** Part-Time 12-15 Hours/Week

United Way of Broome County is a non-profit organization that fights for the health, education, and financial stability of Broome County residents. The organization works in partnership with community organizations and members to drive change that will have positive impact on the critical needs of the community.

**POSITION SUMMARY STATEMENT:**

The role of the Fund Development and Grant Writer Associate is to identify opportunities for grant funding, prepare proposals, coordinate internal resources in preparation for proposal submission, and monitor and manage all grants to ensure the organization is in compliance with all reporting requirements. The Fund Development and Grant Writer Associate will be well versed in United Way of Broome County's current program portfolio as well as the organization's future strategic aspirations. S/he will match opportunities with UWBC's mission and will work to develop new and potential programming that speaks to those opportunities in coordination with other staff. The position requires strong writing, data analysis, project management, and budget development skills.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Research funding opportunities from corporate foundations, private and community foundations, and government agencies, and assist with interpreting guidelines and assessing whether grant opportunities fit with United Way of Broome County's Priorities and Community Impact Goals
- Lead grant proposal development and submission for renewals and new applications—preparing and organizing materials for proposals and submitting and monitoring grant applications—including drafting proposals/LOIs, grant application narratives, and budgets.
- Conduct prospect research to identify, cultivate, and solicit new grants with assistance from the Finance Department
- Collaborate and finalizes proposals with development, program, communications, and finance staff
- Manage access and systems for accessing grant portals.
- Maintain a master calendar of grants and prospects and all associated files and correspondence
- Maintain a library of grant supporting documents, including but not limited to resumes, biographies of key staff, IRS forms, and Board/staff listing
- Execute thank you letters and facilitate grant contracts and or agreements
- Gain a thorough knowledge of community issues, data trends, and national and local research
- In collaboration with the Marketing and Communications team, ensure acknowledgment of funders/investors via website, e-newsletter, and social media
- Work closely with the Resource Development team to manage grantor communications. Develops and sends reports, correspondence, and thank-you letters to funders and other stakeholders
- Work with Financial Team to maintain grant compliance and reporting, including outcome measurements and grant budgets
- Communicate upcoming deadlines and reporting requirements for all grants to necessary internal staff
- Schedule, plan, and facilitate meetings for prospective and current grant applications or contracts

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**Resource Development**

- Maintain a list of relevant and potential foundation and government grants and develop a monthly report for the Executive Director
- Maintain visibility in the community at United Way of Broome County events and related community-based organizations and funded partner events and activities

**Organizational Needs**

- Perform other duties as assigned to support the effective operation of United Way of Broome County
- Demonstrate sound judgment, discretion, and commitment to maintaining confidentiality

**QUALIFICATIONS**

Qualified candidates for the position will possess the following:

*Education and Experience Required:*

- Bachelor's Degree in a relevant field. At least 3 years of fundraising writing/grant writing/grant management experience. Or equivalent combination of education and/or experience
- Accepted: Associate's degree with at least five years' experience in the human service field

- *Skills Required:*

- Verbal and written communication skills include the ability to present ideas clearly and concisely, engage others, and take into consideration the perspectives of others
- Clear, precise, and compelling writing skills
- Highly organized, with the ability to manage multiple projects and responsibilities efficiently
- Problem-solving skills to include the ability to identify, analyze, and solve problems in a timely and effective manner and to use data and inputs from others to make sound decisions
- Interpersonal skills to include the ability to appeal to reason, values, or emotion to generate enthusiasm for the work, commitment to task objectives, or compliance with orders and requests, as well as the ability to build, leverage, and maintain mutually positive relationships which provide support for, and add value to, United Way, its programs, and the community
- High proficiency in all areas of Microsoft Office to include Outlook, Word, Excel, and PowerPoint

**COMPETENCIES**

- X
- X
- X

**PHYSICAL DEMANDS: (sitting, standing, lifting, etc.)**

The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Occasional walking or standing is required. The hands are regularly used to write, type, key, and handle or feel small controls and objects.

**For consideration, please send a cover letter and resume to [finance@uwbroome.org](mailto:finance@uwbroome.org) or mail to:**

**United Way of Broome County, Inc.**

**Attn: Finance Associate**

**PO Box 550**

**Binghamton, NY 13902**

*United Way of Broome County recruits, hires, and promotes without regard to sex, race, color, age, national origin, religion, disability, genetic information, marital status, sexual orientation, gender identity/reassignment, citizenship, pregnancy or maternity, veteran status or any other status protected by applicable law.*