



Job Description

Position: Grants and Development Associate
Supervised By: Development Manager
FLSA: Exempt
Status: Full Time – Monday through Friday 9 a.m. to 5 p.m.
Location: 1922 N. Pulaski Road, Chicago, IL 60639

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

Organization Summary:

SCH's mission is to provide comprehensive counseling, education and housing resources necessary for Latinos and other low-to-moderate income families in the Chicagoland area, to develop competence and responsibility in meeting their financial and housing needs, and advocate for and proactively promote additional resources for them. SCH has three locations to serve the North and South sides of Chicago and serves over 10,000 clients per year with a current budget of \$2.5 million and a healthy financial position. SCH is a local and national leader in the housing counseling sector and continues to innovate its service delivery and expands its target market presence. We deliver quality programs and compassionate service to all residents in need.

Job Summary:

The Development Associate is responsible for preparing and submitting grant applications primarily to foundations and corporations, and assisting with government grant applications. In addition, this position will assist with SCH donor relations activities.

Grant Writer (80% of time):

- Write and submit applications/proposal tailored to Foundation and Corporation specific requirements.
- Coordinate, write, and submit government grant proposals in collaboration with Program staff, administrative team, and Development Manager.
- Research new potential funding sources.
- Maintain a grant calendar and database to ensure timely, accurate tracking and reporting of all corporate, individual, government and foundation donor activity.
- Research regarding up to date statistics and information for case statements.
- Monitor and maintain compliance and prepare reports to funders.
- Write tailored acknowledgement letters.
- Maintain an up-to-date database of organization's donors and partners and level involvement.
- Assist other members of the development team and the Executive Director as needed (prospect research, success stories, assistance at benefit events, etc.)

Other Responsibilities (20% of time)

- Daily upkeep of organization's social media.

- Coordinates agency mailings and other administrative functions.
- Assists with coordination, promotion and logistics of special agency events, to include press releases.
- Mandatory participation in occasional Saturday events hosted by employer/ and or affiliates
- Performs other duties as assigned/special projects as assigned.

Qualifications:

- A bachelor’s degree with a minimum of 1 to 2 years of solid experience in grant writing and contract administration.
- Experience with online grant application process.
- Strong interpersonal, verbal and written skills.
- Detail-oriented and organized
- Able to exercise independent judgement and handle multiple priorities simultaneously.
- Ability to understand budgets as they relate to proposals and grants.
- Proficiency in database management.
- Knowledge of local philanthropic community.
- Proficiency in Microsoft Office Suite including Microsoft Word, Excel, PowerPoint, and Outlook.
- Exceptional attention to detail and data verification.
- Ability to effectively meet deadlines.
- Ability to work in a dynamic and fast-paced environment both as part of a team and individually.
- Accountability for work and have a high level of professional and personal integrity.
- Trustworthiness with knowledge of confidential foundation and donor information.
- Interest in community development, housing issues, organizational development and communications.
- Effective oral and written communication skills.
- Reliable Transportation.
- Bilingual English/Spanish a plus but not required.

Compensation:

Compensation is based on education, experience and qualifications. Excellent compensation package; affordable health insurance, dental, and life; employer-matching 401K contribution; and opportunities for professional development.

Work Environment:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 30 pounds. While performing the duties of this job, the employee is regularly required to use hands and talk or hear. The employee is frequently required to stand; walk; sit; reach with hands and arms balance, stoop, kneel or crouch.
- Work place is a smoke and drug free environment.

SCH is an equal opportunity employer and seeks to employ qualified individuals based on individual merit. SCH does not discriminate against any individual with respect to the terms and conditions of employment based on that individual’s race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws. Equal Employment Opportunity applies to all personnel actions such as recruiting, hiring, compensation, benefits, promotions, training, transfer, termination, and opportunities for training. SCH is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.

Employee Signature

Date

