

# **The Brookwood Community Grants and Communications Manager**

**Department:** Advancement  
**Reports to:** Chief Advancement Officer  
**FLSA Status:** Exempt  
**Prepared by:** Carol Thornburg  
**Prepared date:** May 2022

## **SUMMARY**

The purpose of this job is to support and implement development activities that secure funding from current and potential foundation and organization contributors, writing grant requests and proposals, and communicating Brookwood's mission and vision. This position promotes stewardship through gift acknowledgement efforts and external communications; and supports and implements fundraising and communication strategies by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

### **Foundation Grants Management**

Steward relationships with current foundation donors; research donor records and foundation directories to identify potential sources of funding for Brookwood projects and programs. Utilize on-line resources to research and develop background information on foundations, corporations and individuals who support not-for-profit programs for disabled adults. Gather and evaluate data relative to the impact of grants and gifts on community programs. Provide reports and documentation to contributors and management as requested. Schedule and host site visits for current and potential Foundation donors and their representatives aimed at promoting Brookwood's mission in hopes of seeking out and developing future support.

### **Fundraising Communications**

Write content for annual fundraising appeals, proposals and letters to potential donors seeking support for fundraising campaigns, endowment, or special needs projects. Respond to replies from initial contacts to provide additional information. Interface with the business office or other departments to compile information and write reports required by some grant applications. Participate in the drafting and mailing of letters of appreciation to contributors and donors.

### **External Communications**

Gather, report, and write content for Brookwood's website, social media and newsletter. Ensure brochures and promotional materials are up-to-date and in stock for the Community by writing and editing changes, proof-reading copy and, once approved, coordinating the printing and deadlines with the outside printing companies.

### **Service Through Core Values:**

The Grants and Communications Manager will honor God by serving the Citizens of Brookwood and their families, the Advancement Team and Brookwood Community Team Members, Brookwood supporters and volunteers, and everyone associated with Brookwood in the spirit of the mission's Core Values: depending upon and sharing God's GRACE with all humility; looking for OPPORTUNITIES to benefit and enhance the lives of others; acknowledging the DIGNITY of each person and their unique giftedness; showing RESPECT for all through actions of goodwill and generosity; practicing INTERDEPENDENCE to solidify the strength and success of the community; committing to CONTINUAL IMPROVEMENT to cultivate maximum input and outcomes; and engaging with everyone HONESTLY and with all due diligence.

### **Competencies:**

- Must have experience with writing solicitations for grants and direct financial support
- Must possess strong written communication skills to persuade, inspire and effectively articulate the Community's mission, and ability to adapt to a varied audience.

- Must have the ability to organize and execute multiple tasks, meet deadlines and attain goals
- Must be computer literate with knowledge of the Microsoft office package and desk-top publishing software.
- Ability to work well in a high-energy work environment with a variety of staff and stakeholders and maintain composure during high-stress situations

**Qualifications:**

- Bachelor's degree from four-year college or university with a major in English, Journalism or public relations, or related field preferred.
- At least four years' experience related to grant management and communications, preferably with a not-for-profit organization. An equivalent combination of education and writing experience will be considered.
- Reliable transportation

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of variables in situations where only limited information or experience exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Physical Demands:**

The physical demands are those of a routine office environment including sitting and working at a computer terminal for long periods of time and ability to lift 20+ pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Work Environment:**

The characteristics of the work environment include multi-deadlines, while remaining flexible in order to adjust to the changing schedules and time constraints of a high-energy atmosphere. Typical work hours are Monday – Friday, 8:30 a.m. – 5:00 p.m. with some evenings and weekends as needed for events.

**If interested, please send your resume to:** [Careers@Brookwoodcommunity.org](mailto:Careers@Brookwoodcommunity.org)