



POSITION DESCRIPTION: DEVELOPMENT & GRANTS SPECIALIST

Reports To: Chief Development Officer

Job Type: Full-time, exempt, salaried position. Annual salary range of \$54,000 - \$56,500.

Purpose: The Development & Grants Specialist supports the Sexual Assault Center's fundraising efforts through grant writing, donor relationship management, fundraising campaigns, and development operations. This position is responsible for researching, writing, and managing grant proposals; stewarding a portfolio of mid-level donors; supporting annual fundraising initiatives; and helping cultivate meaningful relationships with supporters. The Development & Grants Specialist works collaboratively with program, finance, and development staff to secure and steward financial resources that advance SAC's mission.

Key Responsibilities:

Grants Management & Administration

- Manage SAC's comprehensive grants calendar to ensure timely submission of proposals, renewals, and reports.
- Track proposal deadlines, deliverables, and outcomes across SAC's grants portfolio.
- Collaborate with program and finance staff to gather relevant data, budgets, and impact metrics for proposals and reports.
- Maintain organized grant files, digital records, and submission documentation.
- Monitor grant deliverables and communicate deadlines to internal stakeholders.

Grant Writing & Reporting

- Draft, edit, and submit compelling proposals, letters of inquiry, and interim/final reports.
- Tailor narratives and budgets to align with funder priorities and SAC's strategic goals.
- Draft narrative sections of government grant applications in partnership with program and leadership staff.
- Ensure all submissions reflect trauma-informed, strengths-based, and mission-aligned messaging.

Individual Donor Management

- Manage a portfolio of mid-level donors.
- Develop and implement individualized cultivation, solicitation, and stewardship strategies for assigned donors.
- Conduct donor meetings, tours, phone calls, and engagement activities.
- Track donor interactions and next steps in the donor database.
- Assist in identifying donors with capacity for increased engagement and support.
- Steward workplace giving donors and other emerging donor groups to strengthen long-term relationships with SAC.
- Collaborate with the Chief Development Officer, CEO, and development team to ensure coordinated donor engagement efforts.

Development Support

- Support prospect research and fundraising pipeline development.
- Assist with annual appeals, Giving Tuesday, year-end fundraising efforts, and donor communications.
- Support fundraising and donor cultivation events, including donor engagement, sponsorship fulfillment, and event-related communications.
- Maintain accurate records in SAC's donor management system.
- Generate reports and provide fundraising data as requested.
- Other duties as assigned

Qualifications:

- Bachelor's degree in communications, nonprofit management, public administration, marketing, business, or a related field; equivalent experience may be considered.
- Two or more years of experience in fundraising, grant writing, nonprofit development, sales, communications, relationship management, or a related field.
- Demonstrated success writing grants, proposals, or persuasive communications.
- Exceptional written communication skills with strong attention to detail and ability to synthesize data into compelling narratives.
- Strong interpersonal and relationship-building skills.
- Highly organized with the ability to manage multiple deadlines and projects simultaneously.
- Ability to work independently while managing competing priorities.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and donor management systems (e.g., Network for Good) preferred.
- Collaborative, flexible, and mission-driven professional attitude.

SAC reserves the right to waive any of the above qualifications dependent on work experience and other qualifying factors.

Benefits:

SAC offers a competitive benefits package that includes:

- Employer-sponsored medical, dental, and vision insurance
- Employer-covered long-term disability insurance and EAP (Employee Assistance Program) benefits
- Discounted supplemental AFLAC benefit options
- Company-sponsored 401(k) Plan with matching options
- 15 days of Paid Time Off annually, with increased accrual rates each year
- 10 paid Holidays & 2 Floating Holidays annually
- 12 hours of Days of Action annually
- Self-Care Leave with every five years of employment
- Monthly Therapy Stipend

To Apply: Visit <https://jobs.appone.com/sexualassaultcenter> to submit your application.

Please include a resume and cover letter with your application. Following submission of your application, please also submit a writing sample via email to humanresources@sacenter.org.

SAC is an Equal Employment Opportunity employer.