

**LOUISIANA BAR FOUNDATION
DEVELOPMENT DEPARTMENT
POSITION DESCRIPTION**

POSITION: Grants and Gifts Associate

STATUS: Non-Exempt

REPORTS TO: Chief Operations Officer/Associate Executive Director

POSITION SUMMARY: Under the direction of the COO/AED, assist and coordinate Development Committee efforts with a focus on grant and gift opportunities, Fellows Program giving, other donor fundraising activities, and implementation of the annual development plan; provide grant administration assistance.

PRIMARY FUNCTIONS:

- As the primary liaison to the Collaborative Grants Subcommittee, works with stakeholders to coordinate and implement grants writing opportunities, including state, national, federal, or private funders. Assist with framing or drafting proposals for intermediary funding roles or collaborative grant applications.
- As the primary staff liaison to the Community Partnership Panels, work in conjunction with the Donor Services Manager and regional leadership to plan and implement activities and events during the bar year.
- Assist the Major Gifts Subcommittee with the identification and selection of major gifts prospects for cultivation and develop communications between the LBF and prospects. Provide fundraising practices and procedures to support development efforts.
- Serves as Grants Assistant helping with grantee communications, agreements, and reporting compliance. Assists with grantee information in the grants database and provides technical support to the grantees/applicants with online database document submission.
- Works closely with the COO/AED and Development Committee to strengthen and expand all contacts including individuals, corporations, and foundations.
- Participates in fundraising activities including coordination of Fellows annual giving program, spring, fall and year-end appeals.
- Assist with campaigns or events to solicit donations, including use of online platforms for donations, and evaluate success of previous fundraising events.
- As a member of the Development Department staff, represent the LBF at networking events to aid in recruitment and volunteer engagement efforts, and provide support of the statewide volunteer network, including the identification of volunteer leadership.

QUALIFICATIONS:

- Bachelor's Degree in related field of public relations, communications, marketing, nonprofit management, or business.
- Minimum of 3 years of nonprofit development experience with broad familiarity of grants writing, gift solicitation, annual fund campaigns and events.
- Ability to work with people of diverse interests and background.
- Energetic and creative attitude.
- Exemplary oral and written communication skills.
- Strong computer and database skills.