

FAMILY ELDERCARE
Development & Communications Associate
Job Description



Job title: Development & Communications Associate	Reports to: Grant & Communications Team Lead
Program: Development	Work Location: Rutherford Office and remote
Position Status - Full-time FLSA Classification - Non-Exempt	Salary - \$24.00

Summary:

The Development and Communications Associate owns grant, contract, and external communication narratives while facilitating cross-departmental collaboration to meet development and communications goals.

Essential Responsibilities:

- Manage grant and contract application process
- Liaise with program leadership and teams to develop narratives
- Identify new grant and contract leads
- Schedule and lead meetings with program leadership and team to implement reporting and compliance schedules
- Compose and revise grant proposals, contract narratives, touchpoints to funders, blog posts, presentation remarks, and advocacy materials
- Produce grant, contract, and marketing deliverables on schedule
- Draft, revise, and maintain case for support and written agency content in alignment with brand message, application requirements, and reporting metrics
- Collaborate with program leadership and peers on grant and contract strategy, tone, and style
- Meet or exceed annual grant fundraising goals
- Perform special projects as assigned

Education and Experience:

- 5+ years' experience in social services nonprofit environment
- Grant writing, marketing, public relations, and/or grant management experience
- Experience delivering exceptional service to clients/customers

Working Conditions/Physical Requirements:

- Work duties occur both in an office setting and off site, clients' homes, hospitals, psychiatric facilities, real property, long-term care facilities, etc. conducting duties related to guardianship Estates services
- A significant amount of time is spent on the computer
- May occasionally involve physical tasks.

Competencies:

- Project management skills
- Clear, precise, and compelling writing skills
- Excellent grammar and strong research skills
- Motivated self-starter with the ability to work independently with purpose and accuracy
- Able to effectively communicate
- Ability to thrive in fast-paced environment
- Motivated by meeting or exceeding deadlines
- Agility to swiftly change gears without advanced notice
- Driven to meet or exceed goals and performance objectives
- Proven record of results in team and independent contributor roles
- Excellent written, verbal, and nonverbal communication
- Proficient in MS software applications, Adobe creative suite a plus
- Ability to apply supervision feedback toward enhanced performance
- Commitment to diversity, equity, and inclusion

Acknowledgement and Review:

By signing this job description, I acknowledge that I meet the qualifications, and am able to perform all job functions, duties, and responsibilities with or without reasonable accommodations. I further understand that I am responsible for promptly and effectively communicating in writing to the Company any need for accommodation. I acknowledge that I have read, understand, and may receive a copy of this Job Description. I further understand that Family Eldercare reserves the right to modify any Company policies, procedures, and processes based on organizational needs.

Print Employee Name:

Employee signature:

Date: