



Job Description

Job Title: Director of Foundation Relations
Department: Mission Advancement
Reports To: Vice President for Mission Advancement
FLSA Status: Exempt, Full Time

CAHM Vision: We are a family of Christian ministries that exists to honor God and build a better world by serving children and strengthening families.

Three Key Results for CAHM:

1. Best in class client outcomes
2. Securing a shared future
3. Be the employer of choice

Position Summary:

Create and lead the strategy to build long-term, mutually beneficial partnerships with Foundations. The priority objective is to meet current and future budget and capital improvement needs of CAHM and the associated family of ministries. Work cooperatively with Mission Advancement and Ministry Presidents in planning for and achieving development goals.

KEY RESPONSIBILITIES

SKILL BASED COMPETENCIES

Accurately, efficiently, and effectively perform the following:

- Solicit 40-50 major gifts of \$10,000-\$100,000 principally from foundations, businesses, and corporations
- Close 80% of major gift grants totaling \$1,000,000+
- Draft, document, and update an agency-wide process for evaluating and submitting grants
- Review and prioritize the projects/programs for which funding is sought and make recommendations to effectively present to grantors
- Research grant-making organizations and analyze them to identify funding sources for projects/programs
- Create, schedule and track annual grant calendar
- Compile, write and edit assigned grant applications exhibiting strong, expository writing skills and a high-level command of grammar and spelling
- Acquire and maintain sound knowledge and understanding of CAHM and the related family of ministries to comprehend projects/programs for which grants will be sought and to recommend the seeking of grant/s
- Ensure all grant proposals are in accordance with grantors' preferences and follow exactly each grantors' guidelines
- Maintain primary contact with grantors during their review of a submitted grant application in order to be able to supply additional supportive material
- Schedule and compose progress reports when required by grantors
- Other priorities as assigned by the Vice President for Mission Advancement

BEHAVIOR BASED COMPETENCIES

- Christian, biblical behavior is expected at all times and includes but is not limited to the following:
 - Honors God by lifestyle and is a positive Christian role model both personally and professionally. This person must agree with and demonstrate CAHM's Mission, Vision, and Core Values.
 - Exhibits excellent organizational skills, sound judgment, and confidentiality as well as effective communication abilities in dealing with both staff and the public.

KEY REQUIREMENTS

QUALIFICATIONS

- Minimum of a Bachelor's Degree in Public Relations, English, Communications, Journalism, or related field from an accredited college or university.
- Minimum of 5 years of experience in nonprofit, NGO or business for which grants are a function of the corporation
- Exceptional positioning, messaging and writing skills.

PHYSICAL REQUIREMENTS

- Ability to travel on occasion
- Normal office work

ACCOUNTABILITIES

- Reports to the Vice President for Mission Advancement

Salary: \$70,000-\$80,000

Please visit www.cahm.org/jobs to learn more and apply.