



Position Description

Job Title: Grant & Donor Relations Manager
Reports to: Camp Joy Philanthropy & Communications Director
Department: Philanthropy & Communications

Overall Function: Provide essential support by organizing, coordinating, and implementing a diverse range of development activities for Camp Joy, with a strong emphasis on enhancing donor relationships, managing database administration, facilitating communications, and overseeing event coordination. Additionally, manage the grant portfolio and maintain effective vendor relationships with the grant writer and funders, in collaboration with the Philanthropy Director. Support the organization's philanthropy committee by documenting meeting minutes and coordinating volunteer efforts for various fundraising initiatives.

Summary of Responsibilities

- 1. Broad-Based Donor Relationship Management:** Develop and strengthen relationships across a broad base of individual and institutional donors to support the department's fundraising efforts. Collaborate with team members to create engagement strategies that resonate with diverse donor segments, ensuring they feel valued and informed about the impact of their contributions. Assist in coordinating donor appreciation initiatives and events to celebrate their support.
- 2. Grant Portfolio/Vendor Management** – Manage the grant portfolio and relationships with vendor grant writers. Set up and participate in funder meetings, ensuring grant funding goals are met. Oversee the grant management process, which includes tracking the pipeline, submitting Letters of Inquiry (LOIs), applications, and reporting. Collaborate with the finance team to create budgets for grant applications.
- 3. Database Administration:** Manage and maintain the donor database, ensuring accuracy and up-to-date information. Monitor data entry processes to support fundraising efforts and facilitate effective donor engagement strategies.
- 4. External Communications** – Assist in creation of Camp Joy/Philanthropy communications (annual report, newsletters, press releases, and news articles). Assist in collaboration with Camp Joy team to coordinate communications initiatives including social media, e-blasts, public relations, and website as needed. Create and maintain mailing lists for specific donor segments to ensure the right messages are communicated efficiently to the correct donors.
- 5. Donor Events, Meetings, Volunteer Groups** – Provide key support of coordination of key events such as Dance for Joy, Harvest Fest, or Sips of Joy. Work closely with team to ensure a world-class donor/constituent experience. Take Minutes at Development Committee Meetings. Coordinate and act as key point person for all volunteer initiatives. Record volunteer hours.
- 6. Mission Material / Outcomes** – Oversee the collection and organization of mission material and outcomes data. Coordinate the gathering of stories, photos/videos, support letters, and testimonies from current and past Camp Joy participants, clients, and donors to communicate about the Camp Joy mission and impact. Initiate an automated process of welcome packets, birthday cards, milestone anniversaries, etc.
- 7. Culture and Innovation** – Model a culture of client focus, collaboration, discipline, continuous improvement, and accountability focused on The Camp Joy Way. Support Camp Joy in continued learning and innovation, focusing on new initiatives to enhance the organization.

Requirements

- Applicant must work a 40-hour week schedule and be flexible at times surrounding events.
- Applicant must be able to carry supplies, etc. of at least 10 lbs., be able to work in an office environment at an outdoor-based non-profit organization.

Qualifications

- 1-2 years' experience in grant fundraising office, grant writing, or equivalent.
- Must be organized, service-oriented, have excellent communication skills, ability to multi-task, and great attention to detail.
- Experience working in a computerized office environment with a team orientation and multifunctional responsibilities. Must have experience with Microsoft Office. Fundraising, CRM, and website software experience preferred. (Blackbaud Raiser's Edge software)
- Applicant must have a valid driver's license and be insurable under Camp Joy's policy.

Camp Joy is an equal opportunity employer committed to fostering a diverse, inclusive, and equitable workplace. We welcome and encourage applicants of all backgrounds, experiences, and abilities to apply. We do not discriminate on the basis of race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability, veteran status, or any other protected characteristic under applicable law.

If you require accommodations during the hiring process, please let us know, and we will make reasonable efforts to assist you.