



## Development & Grants Coordinator

The Deep South Center for Environmental Justice (DSCEJ) is now hiring an experienced **Development & Grants Coordinator**.

### About DSCEJ

The Deep South Center for Environmental Justice (DSCEJ) is a nonprofit organization dedicated to improving the lives of children and families harmed by pollution and vulnerable to climate change through research, education, community and student engagement for policy change, as well as health and safety training for environmental careers. Learn more at [dscej.org](https://dscej.org).

### Position Summary

The **Development & Grants Coordinator** will engage in all aspects of the organization's funding pursuits including supporting a robust grant revenue pipeline by coordinating the preparation, submission, and reporting activities for Foundation and Government grants. This individual will also develop and implement fundraising strategies, including executing continuous donor engagement and communications strategies, and identifying and securing sponsorships. This position will work closely with DSCEJ's Director of Development & Grants Management and the Grants & Special Projects Manager to identify funding needs, develop a grant-seeking strategy, identify funding sources to support existing and planned program activities, and formulate approaches to new and existing funders. They will provide additional support through report writing/editing, managing the organization database of Grantors/Grants and Donors/Donations, composing correspondence, and facilitating planning meetings.

### Duties & Responsibilities

#### *Grant Writing & Coordination*

- Write, organize, edit, and submit grant applications in accordance with grantor requirements and deadlines, and monitor and track status of proposals
- Complete competitive and non-competitive renewal applications for funding
- Research foundation and public opportunities that align with the organization's mission and funding priorities. This includes monitoring local, state, federal, and private announcements to be well-informed of funding opportunities
- Develop and maintain DSCEJ's calendar of grant-related deadlines, track necessary actions, and coordinate timelines with staff, as needed
- Coordinate grant planning kick-off meetings with internal and external staff, consultants, and contractors
- Serve as Grant Lead for assigned opportunities, assuring the efficient, timely development of the grant proposal, including assembling all pertinent grant materials necessary for final submission, in partnership with grants/development, program/department leaders, finance, administrative, and executive staff, as applicable

- Develop and submit required grant and sponsorship reports to demonstrate impact to our funders, partners and communities
- Keep abreast of data, research, statistics, and information about issues, trends and community needs relating to target populations and program services
- Work collaboratively with program teams to obtain information needed for proposals and reports
- Develop and maintain case for giving and impact of giving to philanthropic priorities of DSCEJ, including written materials and current relevant statistics for proposals and stewardship

### ***Fundraising & Special Events***

- In collaboration with the Director of Development & Grants Management, implement a continuous donor engagement plan designed to achieve growth over previous years
- Support a robust foundation submission pipeline
- Manage portfolio of individual donors
- Maintain accurate records in DSCEJ's Salesforce database
- Plan, coordinate, and execute special events, including 3rd-party partner fundraising events
- Identify and solicit event sponsors, financial and in-kind
- Develop and adhere to event budgets
- Engage, train, and manage volunteers in fundraising efforts (event planning/execution, communications, acknowledgements)
- Manage logistics to ensure successful day-of event experience for partners and participants

### ***Communications/Public Relations***

- Review Grant Agreements and other applicable correspondence to identify any guidance relating to public communications about Grantors/grants and implement the requirements
- Ensure the timely completion and submission of Grant Announcement Press Release forms to DSCEJ's Director of Communications
- Collaborate with DSCEJ's Communications team to manage annual communication campaigns to donors and volunteers
- Promote and market events to increase participation
- Assist in the development of the annual Impact Report
- Support the strong presence for DSCEJ, locally, through public speaking, community involvement, special events and other media initiatives
- Contribute to press releases to media for events or fundraising initiatives, as appropriate
- Collaborate with Program staff on Monthly e-newsletter
- Collaborate with Development and Communications teams on donor stewardship e-newsletter
- Contribute to monthly website updates, including event listings, promotions, funder listings and awareness articles

### ***Administration***

- Maintain an efficient system for tracking information regarding grant benchmarks, revenue/expenses to-date, task designation, and other logistics
- Provide regular progress reports to the Director of Development & Grants Management, successfully implementing and executing fundraising strategies, events, and marketing efforts

- Manage solicitation and stewardship processes for donors as assigned, including tracking relevant information, processing gifts, and sending acknowledgment letters
- Maintain and update the grantor/donor tracking system

## **Qualifications & Requirements**

- 3-5 years of experience with family foundation, and/or corporate foundation, and government grant writing and grant management, preferably in a non-profit organization
  - Experience with environmental justice is a plus
- 3-5 years of experience in fundraising, donor engagement/management, and event coordination/planning
- Hands-on experience coordinating within government-funded projects
- Valid state-issued driver's license
- Authorized to work in the United States without need for sponsorship
- Professional and strong personal ethics

## **Skills & Competencies**

- Knowledge of current trends, resources and information related to fundraising and philanthropy
- Excellent interpersonal skills (written and verbal) necessary in order to communicate diplomatically and effectively with volunteers, high level donors, and staff
- Experience following internal processes and using tools to manage projects, coordinate and schedule training, and collaborate cross-functionally
- Working knowledge of all Microsoft Office products, in addition to Salesforce and other relative fundraising software
- Excellent organizational and time management skills
- Passionate about our mission and embrace our core values, demonstrating an eagerness to learn, assume accountability, work enthusiastically across all departments and show flexibility in response to process change
- Independently motivated, proactive, and capable of posing questions and solving problems.
- Capable of communicating, working with, and appreciating the diversity of people internally (staff) and externally (partners and consultants)
- Able to see the big picture while paying close attention to detail

## **Location**

- On Site
- Office Location: 9801 Lake Forest Blvd, New Orleans, LA, 70127

## **Physical Requirements**

- Prolonged periods sitting at a desk and working on a computer
- Must be able to access and navigate the office
- Must be able to live fifteen pounds at a time
- Occasional travel required

## Salary & Benefits

- Salary range: \$60K-70K (negotiable with commensurate qualifications and experience)
- Medical: Health, Dental, Vision
- Retirement: 401k with up to a 2% annual salary contribution on staff accounts
- Paid Life and AD&D

## How to Apply

- Please email the following to [jobs@dscej.org](mailto:jobs@dscej.org):
  - A detailed cover letter highlighting your interest and applicable experience.
  - Your resume
  - Three professional references
- Include “**DSCEJ Development & Grants Coordinator**” in the subject line.

*Please note that DSCEJ is not able to provide sponsorship for employment visas.*

## EEOC Statement

*It is the policy of the Deep South Center for Environmental Justice to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, gender identity, genetic information or any other protected characteristic under applicable law.*

## More about the DSCEJ

The DSCEJ was founded by Dr. Beverly Wright in 1992 in collaboration with community environmental groups and universities in the Southern region to advance environmental justice. Since this time, the DSCEJ has become a powerful resource for environmental justice research, education, advocacy, as well as health and safety training for environmental careers.

The DSCEJ provides opportunities for communities, scientific researchers, and decision makers to collaborate on projects that promote the rights of all people to be free from environmental harm as it impacts health, jobs, housing, education, and quality of life. A major goal of the Center continues to be the development of environmental justice leaders in Black and other communities of color along the Mississippi River Chemical Corridor and the broader Gulf Coast Region.

To learn more, please visit [www.dscej.org](http://www.dscej.org).