



JOB DESCRIPTION

POSITION TITLE	REPORTS TO	EMP. STATUS
Grant Writer and Development Communications Specialist	President	Full-Time Non-exempt

About Ardent Group

Successful nonprofits are born from passion, led with intellect, and often have a capacity that is limited only by an ability to fundraise. Fundraising and development strategies – determined by focus area, the nature of programming, and strategic goals – evolve as an organization matures. For emerging nonprofits, our services enable inspired leaders to focus less on the dollar and cents and more on the programming and operational challenges that matter most. More established organizations benefit from top quality grant writing and support services that build on capacity.

Ardent provides clients, primarily located in Rochester, NY, with fundraising and development services, including: development planning, grant planning and writing, annual giving strategies, development communications, comprehensive interim director level support, staffing strategies, donor relations support, and community engagement strategies.

Ardent uses a team approach to assess and address client needs.

Position Summary

The Grant Writer and Development Communications Specialist is an essential team member charged with approaching a myriad of tasks and challenges in support of a variety of client needs. The incumbent is an experienced fundraising and development generalist with exceptional written and oral communications skills.

Grant research, planning, and writing is a primary concern. The incumbent is a careful writer, gives attention to all details, maintains appropriate comfort with project and program budgeting, and understands the dynamics of foundation relations.

The incumbent is a key team member in creating clever and creative development communications content, including newsletters, appeals, web content, social media, brochures, invitations, and more.

The candidate uses a variety of technologies to facilitate research, analyze data, cooperatively share files, edit images for purposes of social media, etc.

Ardent Group consultants operate with integrity and are proud to provide quality work.

Essential Duties & Responsibilities

Essential duties include, but are not limited to, the following:

GRANT WRITING & MANAGEMENT (60%)

- Grant writing, editing, review, and submission.
- Utilizing search engine and subscription services, conducts foundation and major donor research.
- Cooperates with clients to prepare realistic and organized grant plans.
- Investigates new grant opportunities that arise and, as appropriate, shares those opportunities with clients.

DEVELOPMENT COMMUNICATIONS (25%)

- Creates content and coordinates with team members, graphic designers, and mail service partners to produce and distribute development communication pieces, including newsletters and appeals.
- Writes and supports the distribution of creative content for e-newsletters, websites, and major social media outlets.
- As requested, provides on-site and offsite gift processing support that includes data entry and the distribution of proper acknowledgments.

INTERNAL ADMINISTRATIVE (15%)

- As requested, assists President with general administrative tasks, including maintaining document storage and organizing schedules.
- Supports communications and marketing efforts of Ardent Group – ensuring engaging and relevant website and social media content that supports clients, and promotes community networking.
- Attends routine team meetings.

Experience & Qualifications

- 1 to 3 years of related experience
- Bachelor's degree (communications, non-profit management, marketing preferred)
- Professional communication skills with exceptional writing, editing, and proofreading
- Exceptional organizational skills; ability to multi-task and prioritize
- Ability to use social media platforms (Facebook, Instagram, LinkedIn), email systems (Gmail and Constant Contact), and website administration tools (WordPress)
- Advanced-level computer skills, including Microsoft Office and Google Suites
- Positive, service-minded attitude
- Flexible, team player attitude; a collaborator, learner, and multi-tasker

Work Environment & Hours

- Schedule is 9 to 5, Monday-Friday; occasional evenings and weekends required
- Ardent Group Staff maintain a proper home office environment that accommodates professional virtual interactions
- Occasional travel to attend meetings with team members is required.
- Some client engagements require onsite assistance – which requires professional attire and demeanor.