



# Celebration Foundation

## Position Description

**Position Title: Development/Grant Coordinator**

Position Classification: Part Time

Reports to: Executive Director

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### **Responsibilities:**

- Support the vision, mission and goals of the Celebration Foundation.
- Collaborate with the Executive Director and Board to develop and implement strategies that will offer sustainable income through grants, business partnerships and sponsorships through private donor foundations.
- Assist with the implementation of the Foundation's Strategic Plan which includes self-sustainability as a cornerstone of Foundation programs.
- Work with managers and committee chairs to acquire comprehensive knowledge of Celebration Foundation programs.
- Research and write 1-2 grant requests monthly.
- Prepare surveys or gather data to develop metrics and outcomes.
- Monitor the responsibilities that go along with an awarded grant. Ensure requirements of grant are fulfilled. Report on the progress of grants. Prepare final reports.
- Identify and research potential donors. Cultivate current donor portfolio.
  - Collaborate on external communications and marketing efforts to develop greater community and county awareness.
  - Collaborate with significant partners; Florida Hospital Celebration Health, Osceola County Commissioners, Osceola County School District, Valencia College, UCF and develop additional partnerships.
  - Help to educate and inform community and constituencies on the work of the Celebration Foundation.

### **Requirements:**

- Bachelor's degree.
- Demonstrated successful track record in grant writing.
- Understanding of fundraising and donor cultivation.
- Able to coordinate resources including staff and volunteers.
- Able to develop and prepare presentations, reports, and other correspondence.
- Detail-oriented and strong organizational skills.
- Excellent Word and MS Office software (Excel, PowerPoint, Word). Knowledge of CRM software.
- Able to travel within Central FL. Occasional evening and weekend work required as needed.