

# We're Hiring!



## **Advocacy Alliance & Friendship House Director of Grant Strategies Full-Time Senior Administrative Position**

### **Position Description**

The Director of Grant Strategies reports to the President/Chief Executive Officer of the Advocacy Alliance and Friendship House, and is expected to be a team player responsible for the successful grant strategy efforts of both organizations. The successful candidate should have demonstrable experience in structuring and managing year-round grant efforts that include a variety of funding opportunities including public-private partnerships, regional and national foundations, corporate underwriting and grants, and individual philanthropic donations. The selected candidate must be a self-starter who requires little direct supervision and interacts well with both colleagues and community leaders.

### **Essential Functions**

- Collaborate with the organizations' leadership to create and execute the organizations' strategic visions for grant funds acquisition to support priority projects, programs, and operations
- Conduct research and solicit grant opportunities in support of the organizations' overall strategic plans and institutional priorities
- Establish and maintain institutional grant process standards, including grant readiness protocols to enable short and long term grant calendar planning, pre-proposal preparation, and competitive proposal creation
- Actively research and solicit grant opportunities in support of the organizations' overall strategic plans
- Recommend potential public and private grant opportunities for discussion and evaluation
- Develop a long-term grant strategy framework
- Research public and private funding sources for recommendations to appropriate staff for additional information and oversee the completion of grant proposals for these funds

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- Cultivate relationships with public and private grant-making organizations and serve as a representative of the organizations in external relations related to (but not limited to) institutional initiatives
- Maintain open communications with the organizations' departmental staff to understand short and long-term needs and goals, and help prioritize needs and goals in collaboration with administration
- Performs other duties and assume other responsibilities as assigned

### Required Experience

- Bachelor's Degree (preferably Master's Degree)
- Five years (preferably ten years) experience and sound knowledge and understanding of nonprofit organizations and service delivery; federal/state/local/foundation grants and other philanthropic support; and research, writing, budget formulation and compliance with funding source requirements

### Organizational Highlights

The Advocacy Alliance is a private nonprofit corporation with administrative offices in Scranton, PA. The Alliance has annual revenue of \$10 million, employs 135 individuals, and provides services in 55 Pennsylvania Counties and all New Jersey Counties. The Alliance has consistently had annual strategic growth of over 4%. The Alliance offers an array of non-clinical services to varying degrees throughout its service areas. The Alliance is dedicated to the individuals it serves and to its staff. Satisfaction survey results attest to the Alliance's success in satisfying the individuals served and its staff. In the past five years, the Alliance has provided its staff \$1.13 million in salary increases/one-time payments and has absorbed health insurance cost increases.

Friendship House is a private nonprofit corporation with administrative offices in Scranton, PA. Friendship House has annual revenue of \$20 million, employs 255 individuals, and provides services in 23 Pennsylvania Counties. Friendship House offers an array of clinical and child welfare services throughout its service areas. Friendship House has strategically grown by 250% over the past 7 years. Friendship House is dedicated to the individuals, and families it serves, and its staff. Satisfaction survey results attest to Friendship House's success in satisfying its consumers and staff. In the past five years, Friendship House has provided its staff \$2.8 million in salary increases/one-time payments and has absorbed health insurance cost increases.

Respond with cover letter and resume to:  
[alexj@hazzouri.org](mailto:alexj@hazzouri.org)

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