

Challenged Athletes Foundation

POSITION TITLE: Business Development Manager
REPORTS TO: Senior Director of Business Development
FLSA STATUS: Exempt / Full Time

Position Summary:

The Business Development Manager will be responsible for securing a revenue stream through primarily grant writing and relationship building of Grant Funders, Family Foundations and Corporate Giving. This will include maintaining existing relationships and leads that come through CAF stakeholders and partners, researching and building new relationships and the development and cultivation of this community of funders.

The Business Development Manager will connect these funders to CAF's mission, to provide opportunities and support people with physical challenges so they can pursue active lifestyles through physical fitness and competitive athletics. This will include the ability to do the necessary research and connection points for writing an impactful grant, providing relevant program data and metrics, all interim reporting and showing the impact of the funds received. Other skills and responsibilities include: excellent business writing and presentation skills, working closely with the Business Development team and all CAF departments to promote and achieve financial goals and to grow these important relationships.

Essential Job Functions and Accountabilities

Grant Writing

- Research, manage, build, and grow existing and new third party Grant Funders, Family Foundations and Corporate Giving relationships.
- Commitment to completion of an agreed upon number of grants written per month to meet or exceed set revenue goals and quotas for outside grant funding.
- Build new and cultivate existing relationships to ensure this group of funders is engaged and our mission is clearly articulated.
- Develop necessary documents, resources and other creative ways to share our program impact through well-articulated writing that aligns with each funder's initiatives and priorities.
- Scan and track funds coming through these sources for appropriate documentation, interim reporting, connection and appreciation by CAF.
- Work closely with internal team members on shared relationships and partnerships to set overall strategy and execution for this revenue stream.

Development

- The ability to help implement and seek new ways to support the Development team's role in executing CAF's strategic big picture in regards to funder stewardship, appreciation, research and prospect management.

Regional Support

- When feasible, this role will support growth of these funder relationships in key regions by providing templates, impact data and resources that will facilitate third party grant funds in those regions.

Business Development and Content Support

- Work internally with other departments to collect, share and support their overall communication and business writing efforts to provide data, metrics and valuable program impact content.
- Develop and organize a shared resources and toolkit that can be easily referenced and accessed for all.
- Assist with special writing requests and projects.

Information Management

- Utilize and document relationship building in CAF's CRM system.

Function as team player in Business Development Department

- To include a respectful and positive attitude, honest work ethic and ability to support the overall goals of the Business Development Department, CAF and the Board of Directors.
- To always act as a professional representative of CAF both internally to all staff, volunteers and Board Members and externally to outside donors, fundraisers, suppliers, volunteers and all third-party constituents that you interact with.
- To be conscience and detail oriented internally and externally in regard to all work, e-mail correspondence, communications, correspondence, direct mail and any piece of work that has the CAF name associated to it. This includes thoughtful presentation of the message, correct use of spelling and grammar, no slang, profanity or questionable content.
- To work efficiently and meet deadlines or when that is not possible, to effectively communicate prior to missing deadlines why they need to be extended and to set new target dates for completion.

Skills, Abilities & Experience

Strong business writing and communication skills

Excellent written and verbal communication skills, including ability to research funder needs, their priorities and capture these details to communicate accurately and completely, both verbally and in writing. Professional, friendly and outgoing disposition with a willingness to represent CAF at events. Strong interpersonal skills and a customer service attitude.

Organization and Detail Orientation

Project Management skills, organizational skills and ability to prioritize and maximize this important revenue stream. Ability to handle multiple tasks concurrently with responsible follow-through. Flexibility and ability to expertly manage unexpected circumstances or changes.

Financial

Motivated to meet and exceed revenue goals and quotas. Forward thinking and thoughtful research on how to find new funders and in turn provide them more in value than we receive.

A strong commitment to the CAF mission

Must see CAF as a societal mission and be committed to the objectives, goals and programs of the organization. To be effective in dealing with vendors, sponsors, partners and athletes we serve, the Events Manager must see his/her role in the organization as a calling to provide first class events that not only serve the athletes involved, but make the experience so positive that all participants will not only wish to return for the next event, but will bring along others who will become supporters of CAF.

Physical Demands

Must occasionally lift and/or move up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Own transportation required. Must be willing to work evenings/weekend events that are specific to Business Development and all hands-on for major events as requested. May include out of town travel.

Minimum Qualifications:

Preferred candidates will have: A Bachelor's degree along with relevant work experience.

5+ years of experience in a multi-tasking non-profit or business environment with grant writing and business writing experience.

High level of proficiency with MS Word, MS Excel, MS Power Point, Outlook, Keynote, email communication platforms or similar online communication tools. Ability to quickly learn new software and technology. Salesforce and Graphic design skills a plus.

Compensation

All applicants are required to provide their salary requirements when submitting a cover letter and resume to HR@challengedathletes.org.