



Support for Survivors
of Sexual and/or
Intimate Partner Violence

JOB DESCRIPTION: Development & Grants Coordinator

SUPERVISOR: Executive Director

DEFINITION: The Development & Grants Coordinator supports the organization's funding efforts through grant writing, grant management, fundraising, and foundation development activities. This role is designed for an individual with a strong financial, administrative, or analytical background, while also maintaining direct service connection through helpline support and volunteer engagement.

DUTIES AND RESPONSIBILITIES:

I Grants Management

- Develop and foster relationships with foundations and organizations that support ASP through grants and foundational support.
- Develop, implement, and manage an annual grants plan, including strategic grants planning, timeline, grant calendar, and revenue projections.
- Develop and write competitive grant proposals, budgets, and reports to private, public, government, state, federal, corporate, and foundations in support of various funding needs.
- Create and maintain standard proposal templates available for others to use in soliciting gifts.
- Actively seek and qualify new sources of private, public, government, state, federal, corporate, and foundation support.
- Monitor grants once received and ensure compliance with donor intent, as well as programmatic, evaluation, budgetary, and reporting requirements.
- Maintain hard copies and electronic database tracking systems for proposals, grant/contract awards, deadlines, and reporting requirements; communicate with staff when reports are due.
- Maintain grant compliance and reporting, including outcome measurement and grant budgets.
- Invoice grants that have been awarded, including the distribution of all costs to various grants for invoicing purposes.

II Program

- Assist the Executive Director in the maintenance of agency goals and objectives.
- Adhere to ASP policy and procedures and Bylaws.
- In collaboration with ASP staff and contracted trainers, it coordinates community education and awareness about intimate partner and/or sexual violence.
- Handles community outreach through social media, press releases, surveys, and newsletters.
- Leads and organizes ASP's Special Events committee, which includes board members, staff, and community volunteers.
- Administers satisfaction surveys for all events and reports results to the committee.
- Complete a minimum of 30 hours of Advocate Training and 20 hours of ongoing training annually.
- Successfully complete agency background checks for volunteers.
- Participate in system data collection (Café & Vela), complete necessary paperwork and forms for program files, statistics, and evaluation.
- Ability to work a flexible schedule.
- Participate in supervision meetings and staff development programs.

April 2026



- Maintain working knowledge of intimate partner, sexual assault, and Accessible, Culturally Responsive & Trauma-Informed (ACRTI) approaches.
- Maintain a Trauma-Informed work environment.
- Assist Executive Director in grant development, fundraising development, and other projects as requested.
- Other duties as assigned.

III Direct Services – As needed

- Provide crisis intervention, emotional support, survivor education, survivor-driven mobile advocacy, and information/referrals to survivors as needed.
- Assist in ensuring survivor confidentiality rights are pursued fully.
- Oversee and assist Helpline volunteers by providing clear communication, guidance, and coordination.
- Provide Helpline coverage.

IV Fundraising

- Foundations, Government, and Community Organizations: In collaboration with the Executive Director, this role is responsible for all grant writing, reporting, and researching potential funders for general operations, specific programs, and capital campaigns. The position also involves maintaining relationships with foundations. The goal is to raise at least \$75,000 in funding for the organization each year.
- Individual Donors: Develop strategy and timeline for annual giving appeal for ASP operations and future campaigns. Responsible for maintaining donor database, timely thank you notes, maintaining personal relationships, completing an annual appeal letter, overseeing Colorado Gives Day, and maximizing donor retention. Responsible for raising at a minimum \$45,000 in individual donations per year.
- Business Sponsorship and Partnerships: Develop a strategy and timeline for ongoing business sponsorship opportunities. Pursue business partnerships.
- Fundraising Special Events: Manage all planning and coordination for annual fundraising events. Collaborate with the Board committee, event volunteers, and staff to organize events of different sizes. Aim to raise at least \$50,000 each year through these events.
- Coordinates and leads a fundraising committee with board members, staff, and community volunteers. Recruits volunteers and ensures an effective working group.

DESIRABLE QUALIFICATIONS:

Knowledge of Microsoft Office and QuickBooks essential. Background in finance, accounting, administration, or related fields. Must be organized, have attention to detail, be resourceful, be a creative problem solver, and have good written and oral communication and public speaking skills. Ability to develop and maintain positive working relationships with community members at large, grantors, volunteers, ASP Team Members, etc.; manage and prioritize varied workload; work cooperatively in a self-directed manner; maintain confidentiality; follow through with prescribed duties; work with people from diverse backgrounds, and lifestyles. Graduation from a four-year, accredited college or university.



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PREFERABLE REQUIREMENTS:

Experience in grant writing, accounting, and managing reports; a current driver's license and vehicle insurance coverage. Must successfully complete agency background check. Bilingual preferred.

COMMITMENT TO ADVOCATE SAFEHOUSE PROJECT'S VISION STATEMENT, VALUES & MISSION STATEMENT:

MISSION STATEMENT:

Advocate Safehouse Project promotes healthy relationships free from violence as we strive to overcome imbalances through advocacy, collaboration, education, and shelter.

VISION STATEMENT:

Advocate Safehouse Project envisions all relationships in our community filled with well-being and empowerment.

VALUES:

- **Integrity:** We act with fairness, honesty, transparency, and accountability.
- **Compassion:** We treat survivors, partners, and ourselves with mutual respect, empathy and sensitivity.
- **Resiliency:** To foster adaptability to change and overcome challenges.
- **Empowerment:** We promote independence and strive to increase self-confidence.
- **Well-being:** We offer a nurturing environment with the hope of promoting a sense of security and safety.