



Office of the District Attorney Alameda County

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District Attorney
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alcoda.org

Fund Development and Grant Specialist
(#0310)

Bargaining Unit: Unrep
\$32.78-\$48.42 Hourly / \$2,622.40-\$3,873.60 Biweekly /
\$5,681.87-\$8,392.80 Monthly / \$68,182.40-\$100,713.60 Yearly

DESCRIPTION

Under direction, plans, writes, develops, coordinates and directs activities in fund development and grant management; provides analytical and technical assistance in the strategic planning and implementation of activities to financially build and sustain programs and services; and perform other related duties as assigned.

DISTINGUISHING FEATURES

This professional position is located in the District Attorney's Office. This position reports to the director of finance or his/her designee. The Fund Development and Grant Specialist position provides coordination of funder cultivation, grant development, performs grant tracking activities, writes proposals, and conducts budget development from public/private funding sources. They also serve as a consultant to executive and management staff on fund development and grant management.

EXAMPLES OF DUTIES

NOTE: The following are duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all duties listed.

1. Provides analytical and technical assistance in the strategic planning and implementation of activities to financially build and sustain programs and services.
2. In collaboration with agency management identifies opportunities to build or expand on effective practices or program innovation through fundraising.
3. Analyzes current County data and identifies funding gaps in customer programs and services.
4. Plans, develops, coordinates, writes and submits grant proposals to local, county, state, federal, and private funding; coordinates the grant application process engaging the funder and relevant parties as needed.
5. Identifies and analyzes funding opportunities and barriers to grant implementation, and makes recommendations.

6. Analyzes revenue source data and prepares recommendations; prepares financial information, summaries, and written reports and correspondences to support fundraising efforts.
7. Develops and implements marketing and outreach strategies related to fund development activities; collaborates with vendors to design marketing materials.
8. Serves as liaison to potential funders, community organizations, other County departments, governmental agencies and the public.
9. Develops, implements and manages fundraising events, and capital and individual donor campaigns.
10. Interprets and applies a variety of policies, rules and regulations; provides information which may require tact and judgment.
11. Conducts presentations to Department Head, executive and management staff, potential funders, key supporters and stakeholders as requested by the Administrator designee.
12. Assists in the preparation of contract and grant agreements; monitors grant agreements for compliance; and assists with the development of an accountability system, evaluation measures and reporting requirements.
13. Attends, participates, and takes clear and concise notes of relevant actions and/or decisions in a variety of meetings and committees.
14. Operates a variety of standard office equipment including work related computer systems and technology; may drive a County or personal vehicle to make site visits and attend meetings.

MINIMUM QUALIFICATIONS

Education:

Possession of a Bachelor's degree from an accredited college or university with major coursework in business administration, criminal justice, public health administration, health care administration, education, social science or a field related to work.

AND

Experience:

The equivalent of three years of full-time experience in fund development which included revenue generation through competitive federal grant applications, and two years of experience in other fund development activities including state and foundation competitive grant writing, bond financing, and/or private fundraising.

(Two years of additional experience as outlined above may be substituted for the education requirement.)

License:

Possession of a valid California Motor Vehicle Operator's License.

KNOWLEDGE AND SKILLS

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the “Examples of Duties” section of this specification.

Knowledge of:

- Public and private funding sources.
- Fund development and grant management techniques.
- Online national, state, and local data sources to support the preparation of grant applications.
- Federal and foundation grant research databases.
- Principles and techniques of grant writing, administrative and budgetary analysis.
- General marketing techniques.
- General principles of public administration.
- Health and Social services and resources.
- Computer applications related to work.

Ability to:

- Research, analyze and make recommendations.
- Communicate clearly and effectively both orally and in writing.
- Write grants.
- Make formal presentations to a variety of groups.
- Plan, organize, coordinate and prioritize work.
- Work independently, collaboratively with multidisciplinary team, community resources and organizations.
- Demonstrate interpersonal sensitivity.
- Establish and maintain cooperative work relationships with department/agencies and the community.
- Exercise sound judgment.
- Be flexible.

BENEFITS

Alameda County offers a comprehensive and competitive benefits package that affords wide-ranging health care options to meet the different needs of a diverse workforce and their families. We also sponsor many different employee discount, fitness and health screening programs focused on overall well being. These benefits include but are not limited to*:

For your Health & Well-Being

- Medical – HMO & PPO Plans
- Dental – HMO & PPO Plans
- Vision or Vision Reimbursement
- Share the Savings
- Basic Life Insurance
- Supplemental Life Insurance (with optional dependent coverage for eligible employees)

- Accidental Death and Dismemberment Insurance
- County Allowance Credit
- Flexible Spending Accounts - Health FSA, Dependent Care and Adoption Assistance
- Short-Term Disability Insurance
- Long-Term Disability Insurance
- Voluntary Benefits - Accident Insurance, Critical Illness, Hospital Indemnity and Legal Services
- Employee Assistance Program

For your Financial Future

- Retirement Plan - (Defined Benefit Pension Plan)
- Deferred Compensation Plan (457 Plan or Roth Plan)

For your Work/Life Balance

- 11 paid holidays
- Floating Holidays
- Vacation and sick leave accrual
- Vacation purchase program
- Management Paid Leave**
- Catastrophic Sick Leave
- Group Auto/Home Insurance
- Pet Insurance
- Commuter Benefits Program
- Guaranteed Ride Home
- Employee Wellness Program (e.g. At Work Fitness, Incentive Based Programs, Gym Membership Discounts)
- Employee Discount Program (e.g. theme parks, cell phone, etc.)
- Child Care Resources
- 1st United Services Credit Union

*Eligibility is determined by Alameda County and offerings may vary by collective bargaining agreement. This provides a brief summary of the benefits offered and can be subject to change.

** Non-exempt management employees are entitled to up to three days of management paid leave. Exempt management employees are entitled to up to seven days of management paid leave.

TO APPLY

Please send your completed District Attorney application, cover letter and resume by Friday, March 13, 2020 - 5:00 PM to:

Human Resource Department
dajobs@acgov.org