

Warriors & Quiet Waters Foundation Job Announcement

Corporate and Foundation Relations Manager

Summary

Warriors & Quiet Waters Foundation (WQW) is a 501(c)(3) Veteran Services Organization (VSO) located in Bozeman, Montana that enables post-9/11 combat veterans and their loved ones to thrive in their post-military service lives. Through a unique combination of our people, our place, and gold-standard therapeutic recreation programs, we reduce isolation, create connections and a sense of community, provide respite from stress and anxiety, improve family relationships, and enable veterans to make meaning of their service and chart a path for a purposeful future. WQW consistently receives the highest ratings from charity rating organizations and, through the dedication and hard work of our volunteers, donors, and staff, we have earned a tremendous reputation with those that we serve.

Now it's time to do more and do it better. Post-9/11 combat veterans' needs are changing as they get further away from their combat experience and / or transition from the military. Recognizing these changing needs, WQW has committed to evolve our programs to maximize our impact on those changing needs. We'll remain true to our Core – Gold Standard Recreational Therapy Programs in the pristine nature of Montana – but we will transform our program delivery to enable our program participants to envision a purposeful life and chart a path to achieve that vision.

We will not try to be everything to everyone. For those post-9/11 combat veterans needs that we cannot directly meet through our programs, we will engage in Strategic Partnerships with other best-in-class VSOs and conduct warm-handoffs to those organizations to ensure all the needs of our program participants are met.

The Corporate and Foundation Relations Manager will be a critical addition to the WQW Team in order to successfully implement and execute WQW programs sustainably and efficiently. We are a small, tightknit, hard-working, highly organized and efficient staff that focuses all our efforts on serving post-9/11 veterans and their families. If you think you have what it takes to become a member of the WQW team, we are accepting applications for this full-time position. Applications will be accepted until **November 10, 2021**.

Position Activities & Responsibilities

The Corporate and Foundation Relations Manager (CFRM) will provide support to and be responsible for a wide range of fund development activities which will include identifying and managing opportunities for grant proposals and corporate gifts (including program and event sponsorships) that align with WQW's mission and strategic plans to support and enhance programs. This includes daily activities focused on research, identification, cultivation, solicitation, growth and stewardship of business and foundation relationships. This position

reports to the Chief Development Officer (CDO) and works closely with the Chief Executive Officer (CEO) and other members of the Development Team.

Primary Responsibilities

Fund Development

1. Directly manage a portfolio of 75-125 Foundations and Businesses/Corporations at varying stages of the donor cycle to assist the CDO in growing our annual fund by 50%.
2. Successfully understand and communicate the organization's mission, vision, history, programs goals and financial needs.
3. Collaborate with CDO and CEO to build and manage Board and National Advisory Board capacity to grow fundraising department.
4. Collaborate with development team to create, implement and evaluate WQW's annual fundraising plan to incorporate grant proposals, corporate sponsorships and foundation gifts.
5. Collaborate and strategize with development team and committee members to secure event sponsorships for WQW-hosted fundraising events.
6. Foster a culture of philanthropy by collaborating with staff to enhance situational awareness and develop relationships with key stakeholders.
7. Lead presentations to potential funders as appropriate.
8. Conduct monthly review and assessment of fund development portfolio and make adjustments as necessary in coordination with CDO and CEO
9. Write/prepare donor solicitations, campaign materials, and correspondence related to development activities ensuring all communications are in accordance with the brand strategy and guidelines.
10. Work closely with Marketing and Communications Manager to identify, plan, implement, and execute campaigns.
11. Perform other related duties as assigned by CDO.
12. Maintain and improve Salesforce donor database to accurately track opportunities, donor engagement, and reporting.

Grant Writing

1. Research, identify and write high-quality, coherent, organized, and compelling grant proposals/narratives, letters of inquiry, and reports.
2. Serve as the head writer on RFPs and grant proposals, creating, editing, and persuasively articulating new and existing content.
3. Manage grant reports; work with the Controller to produce accurate, timely, and customized reporting to funders; serve as the lead writer on grant reports ensuring timely submission; collaborate with CDO and CEO to ensure contractual fulfillment.

Other duties as required

Minimum Requirements

1. Bachelor's degree;

2. At least five years of nonprofit fundraising experience, including a proven track record of successful grant/gift solicitation with evidence of substantial fundraising accomplishments surpassing \$250,000;
3. Sharp analytical skills that allow you to quickly assess situations, identify trends, develop insights and solutions, and apply learnings to a larger context;
4. Excellent communication skills, both written and verbal;
5. Able to maintain strong, positive, collaborative working relationships;
6. Results-driven and pushes self and others for success; leads by example;
7. Excellent time management and strong organizational skills; Ability to demonstrate flexibility and creativity;
8. Able to work in a fast-paced environment to meet established goals and deadlines;
9. Active listener who can relate well with all types of people, builds rapport, constructive and effective relationships;
10. Effective in a variety of formal presentation settings, one-on-one, small and large groups with peers, subordinates and supervisors.
11. Skilled coordinating a variety of projects simultaneously;
12. Proficiency in Microsoft Office Suite;
13. Proficient with moves management tracking system such as Raiser's Edge or Salesforce;
14. Proficient with grant research tool such as Foundation Directory or GrantStation;
15. Proficient with WealthEngine, iWave, or other comparable prospect research software;
16. Willingness to work flexible, varying hours, including occasional evenings and weekends as needed;
17. Mission driven and service oriented;
18. Driver's license.
19. US Citizen

Preferred Qualifications

1. Experience working with or exposure to the military, wounded veterans, or disabled communities
2. Familiarity with the Veteran Service Organization(s) landscape
3. Proficiency in Salesforce, Microsoft Teams, OneDrive, iWave
4. Experience securing funding from a publicly traded corporation
5. CFRE or non-profit/fundraising certificate
6. Capital campaign experience

Working Conditions

Office environment, but much time to be spent in face-to-face contact with donors, involving statewide, regional, and national travel.

Pay Range and Benefits Offered

- Salary Range is \$65,000 - \$80,000, depending on experience.
- Employer Paid Medical, dental, vision, 401K with match, and life insurance benefits are offered with this position

How to Apply

- No phone/email inquires
- Application period for this position closes **November 10, 2022**. Expected start date is early January 2022.
- Applications only accepted on **Indeed.com**. **Application MUST include both Cover Letter and Resume. All applicants MUST complete both the Verbal and Written Communication Tests within Indeed.com. Click on link to apply: [Indeed](#)**