



PENDLE HILL

A QUAKER STUDY, RETREAT & CONFERENCE CENTER

338 Plush Mill Road
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www.pendlehill.org

JANUARY 2018

POSITION: Grants Associate
REPORTS TO: Director of Advancement
SUPERVISES: N/A

GENERAL SUMMARY: The Grants Associate is primarily responsible for identifying and securing grant resources (from foundations and other grant-making entities). Key to success in this role is developing and writing grant proposals, persuasively communicating Pendle Hill's mission and vision to well-matched funders, and stewarding related plans, records, and communications.

WORKING ENVIRONMENT: Pendle Hill is a Quaker study, retreat, and conference center that offers programs to people of all faiths and backgrounds. Pendle Hill offers residential, commuter, and online study programs, weekend workshops and retreats, conferences, scholarship opportunities, publications, bookstore, and rental space on our beautiful 24-acre campus. Pendle Hill is a fragrance-free, pet-free community.

DUTIES AND RESPONSIBILITIES:

1. Maintain and build upon a three-to-five-year plan for grant support compatible with Pendle Hill's mission and programs.
2. Perform prospect research on foundations and other grant-making organizations.
3. Develop and write grant proposals, persuasively communicating the Pendle Hill's mission and programs to potential funders.
4. Prioritize and submit grant requests, including letters of inquiry, proposals, budgets, and presentations.
5. Establish and implement a comprehensive cultivation and stewardship program with funders, maintaining personal communication and relationships with foundation contacts and program officers. This will include methods to elicit recommendations and referrals from members of the Pendle Hill Board, staff, and wider community.
6. Maintain and implement grants calendar to ensure timely submission of letters of inquiry, proposals, and follow-up reports of how grants were effectively used, as well as prompt acknowledgement of gifts.
7. Use excellent time management to keep multiple projects progressing in a timely manner; meet deadlines; and manage materials required for proposals.
8. Keep accurate and complete grant records, including electronic and paper files.
9. Assist with donor acknowledgement letters and other written materials for the Advancement Office.
10. Assist with gift processing as needed.

REQUIRED QUALIFICATIONS:

1. Previous experience securing six-figure grants.
2. Demonstrated ability writing clear, structured, articulate, and compelling funding proposals.
3. Experience using Foundation Center, other databases, and other research tools to locate biographical, financial, and philanthropic information.
4. Experience overseeing budgets as they pertain to proposals and grants.
5. Demonstrated ability handling diverse tasks, and accurately and efficiently handling numerous details.
6. Proven ability to maintain confidentiality and professional manner.
7. A Bachelor's degree and/or equivalent work-related experience is required.

DESIRED QUALIFICATIONS INCLUDE:

1. Very strong presentation, verbal, organizational, and interpersonal skills.
2. Exceptional writing, analytical, and research abilities.
3. Proficiency with computer programs (particularly Microsoft Word and Excel) and the Raiser's Edge (or similar) databases.
4. Familiarity with the current Philadelphia-region and national philanthropic culture, and the agencies/influencers that support organizations like Pendle Hill.

EXPECTATIONS OF ALL PENDLE HILL EMPLOYEES:

1. A highly welcoming attitude and willingness to provide hospitality for members of, and visitors to, the Pendle Hill community. Openness to a wide range of spiritual beliefs and experiences, cultural backgrounds and practices, and differences (of all kinds).
2. Familiarity with Quaker faith and practices, and a commitment to learning more and/or a willingness to gain, deepen, and nurture such knowledge.
3. Appreciation of the role of Quakerism in the mission of Pendle Hill.

TIME EXPECTATIONS: This is a full-time, non-exempt position. Full-time staff at Pendle Hill spend a few work hours each week contributing to the community through meal time, housekeeping, or maintenance work.

COMPENSATION AND BENEFITS: \$35,000 yearly compensation plus benefits including medical and dental insurance, retirement match, generous paid vacation days (20), sick days (15), and holidays (10), and the opportunity to take Pendle Hill courses for free. Overall taxable compensation may also include on-campus residence and board (depending on the availability of housing, at Pendle Hill's discretion).

NONDISCRIMINATION POLICY: Pendle Hill appoints individuals without discrimination based on color, ethnicity, race, sexual orientation, class, gender identity or expression, pregnancy, age, national origin, ancestry, ability, marital status, domestic partnership or civil union status, religious affiliation, or any other category protected by law. Pendle Hill recognizes that some of these categories are social constructs, not rooted in science. Our aim is to be inclusive and affirming.

BACKGROUND CHECKS: Pendle Hill will conduct a background check for all candidates prior to hire.

INTERESTED? Please submit a current resume; contact information for three references, two of which are people who have supervised your work (we will not contact your references without checking with you first); and a cover letter describing your qualifications, including how you heard about the position (resumes received without a cover letter will not be considered), to Hannah Mayer, 338 Plush Mill Road, Wallingford, PA 19086 or hmayer@pendlehill.org. Please put **Grants Associate** and your last name in the email subject line.

Review of applications will begin on February 28th and continue until the position is filled, with an anticipated start date in May 2018.