



Position Description

Title: Business Development Coordinator
Reports To: Senior Program Manager - Communications
Status: Non-Exempt/Hourly, Full-time
Location: North Sound ACH Region (Island, San Juan, Snohomish, Skagit, and Whatcom counties; eight tribes (Lummi, Nooksack, Samish, Upper Skagit, Sauk-Suiattle, Stillaguamish, Swinomish, and Tulalip))

Position Summary

The Business Development Coordinator position is an integral part of the North Sound ACH team to help raise revenue in support of the organization's mission. This person is responsible for discovering opportunities of available grants and contracts, summarizing eligibility requirements, drafting and monitoring progress toward submission of proposals or applications, and organizing fundraising campaigns. This person will maintain positive relationships with funders, donors and other potential contract partners in the community.

Essential Job Functions

- Understand the organization's history, structure, objectives, and programs, and budget.
- Work directly with leadership and staff on development of particular proposals.
- Continuously research grant and contract opportunities from federal, state and private funding agencies.
- Draft responses to grant and contract opportunities along with supporting documents.
- Gathers submitter experts when working collaboratively on grant proposals with North Sound team members and ACH partners.
- Respond to internal and external queries on drafted and submitted proposals.
- Solicit support for conferences, scholarships, stipends, honorariums.
- Maintain positive relationships with philanthropic funders, public agencies, and other stakeholders.
- Organize public fundraising campaigns, and track and respond to donors.
- Develop and maintain a master file of pending, current and past grants and contracts.
- Maintain records and submit reports related to grant opportunities.

Skills

- Experience managing complex projects, including assigning and delegating tasks, setting goals and deadlines, and adapting plans as necessary.
- Advanced communication skills; ability to present complicated issues in an accessible manner

to diverse audiences.

- Excellent knowledge of grant proposal submission and fundraising process.
- Excellent writing skills that are articulate, compelling, concise.
- Time management, including the ability to work within unexpected, short and non-negotiable time constraints.
- Strong research skills and knowledge of funding and contract databases, websites and listservs.
- Experience with MS Office 365 (Word, Excel, PowerPoint), Google Suite (Docs, Spreadsheets, and Google Drive), and online collaboration and project management tools, together with the ability and desire to learn new applications.

Qualifications

- Bachelor's degree from an accredited college or university in marketing, communications, or related area.
- A portfolio showing a history of successful proposals. This history can/will be considered in lieu of education.
- Candidates who can speak and communicate in more than one language will be given preference.

Values

- Leadership: Lead by example, maintain professionalism, and leverage communication strategies to promote effective organization change and culture development.
- Ethics and Integrity: Earn the trust, respect, and confidence of co-workers and stakeholders through honest, forthright, and professional interactions; respect and maintain confidentiality.
- Teamwork: Work effectively and respectfully with program staff, stakeholders, and other affected parties.
- Commitment to Equity and Tribal Learning: Work to advance equity, and improve the availability of data (or acknowledge lack of data) relevant to achieving reduced disparities.
- Time and Deliverable Management: Manage and prioritize multiple projects, tasks and execute deliverables on time, within scope and budget.
- Dependability: Demonstrate responsive and responsible behavior in a fast-paced setting.

Special Requirements

- A valid driver's license and proof of insurance are required, along with ready access to and ability to operate a motor vehicle.
- Final candidates are subject to a background check.

Working Conditions & Physical Requirements

- Work is primarily performed in a professional office setting. Occasional travel among the five-county service area is required, including evening and weekend hours to prepare for or

attend meetings. Position requires hand manipulative skills working with electronic equipment and systems. May occasionally lift and carry items weighing up to 25 pounds. Must be able to hear verbal conversations over the phone and in-person with background noise. Vision acuity to perform read and complete documents.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

The North Sound ACH is an Equal Opportunity Employer