

COMMUNITY DEVELOPER

Job Description

Duties:

- Researches grant opportunities and prepares applications to grow funding opportunities for the program
- Develop community partnerships that would create and / or increase local funds and revenue
- Develop and maintain a database of potential funders and area partners
- Identify new funding opportunities
- Provide on-going research of transportation data, information, and trends
- Oversees the coordination of all inquiries for community outreach; responds in a timely and accurate way to community-based groups and partner organizations
- Performs program monitoring; to include financial review
- Enters financial data into Quickbooks and prepares quarterly financial reports
- Prepares all quarterly and annual reports for funder
- Manages Greyhound ticket sales, to include daily and monthly financial reconciliation
- Develops and maintains a funding calendar and deadlines schedule
- Organizes all trainings, workshops, meetings, and events; as needed
- All other duties as assigned

Qualifications:

- Bachelor's Degree or 5+ years experience in a non-profit setting developing programs, providing community outreach and marketing
- Must have grant writing and grant administration experience
- Excellent communication, writing, and interpersonal skills
- Ability to work effectively with community leaders and organizations
- Must possess strong organizational and computer skills
- Be flexible and able to quickly adapt to an ever-changing environment
- Must have reliable transportation and a valid WV Driver's license