



PACIFIC HOUSE, Inc.

Job Title: Grant Development Director for Pacific House

Department: Development Department

Reports to: Chief Development Officer

FLSA Status: Full-time, Exempt

Work Schedule: Monday – Friday, with flexibility to respond to Development needs with occasional evenings and weekends as approved by supervisor. This position is eligible for a hybrid work schedule to be negotiated.

Please email your resume to events@pacifichouse.org to apply.

Summary:

The Grant Development Director provides strategic support to Pacific House's efforts to secure and expand funding from foundations, corporations, government agencies, and other institutional funders for both unrestricted and restricted purposes. In this capacity, the Director is responsible for developing and implementing a comprehensive institutional fundraising strategy, identifying and cultivating new funding opportunities, and managing a portfolio of current and prospective funders.

The Director conducts research, writes, and manages the submission of grant proposals, letters of inquiry, coordinates the reporting thank you letter process, and supporting materials, while effectively communicating Pacific House's mission, programs, outcomes, and funding priorities in a compelling and strategic manner. The Director works collaboratively with Programs, Finance, and executive leadership to develop funding requests and impact reports that align with organizational goals and funder interests.

The Director actively pursues new funding opportunities, manages grant renewals and upgrades, and develops strategies to grow revenue. The Director is responsible for maintaining a robust pipeline of funding prospects and ensuring timely, accurate grant management and reporting to maximize long-term philanthropic investment in Pacific House.

Essential Duties and Responsibilities:

- Reports to the Chief Development Officer to support the functions of the Development Department.
- Optimize grant management process by:
 - Developing an annual grants agenda/timeline that identifies funding and project priorities based on program plans and budgeted organizational needs, priorities in partnership with the Chief Executive Officer, , Chief Development Officer, Chief Program Officer, and Chief Financial Officer
 - Maintaining an annual grants calendar and budget for soliciting annual grants, application deadlines, including timelines and projected revenue.
 - Maintaining monthly and annual tracking and filing system of all cultivation, solicitation, acknowledgments and reports to funders.
 - Creating and maintaining the case for support and need statements for the organization and its programs and adjusting these statements when necessary to align with the interests of potential funders and specific funding opportunities.
 - Actively monitoring deadlines and ensuring compliance with all funder guidelines in grant submission and reporting.
 - Maintaining regular communication with program staff to ensure that information and data is accurate and updated on a regular basis.
 - Having familiarity within financial and audit processes.



- Representing Pacific House at meetings.
- **Grant Writing for Funding Opportunities, including:**
 - Researching, writing and submitting comprehensive and persuasive letters of inquiry, grant proposals, acknowledgments, and reports for programs, services, general operations and special projects in a timely fashion.
 - Closely monitoring progress of all grant requests after they have been submitted and coordinating/conducting all necessary follow-up activity, including site visits, interviews, funder recognition.
 - Collaborating with internal stakeholders to ensure the accuracy of the materials incorporated into proposals, reports, budgets, and financial reports.
 - Working with Chief Development Officer to ensure grant prospects, funded opportunities, and reports are entered into Donor Perfect accurately and progress and reporting on grants is accessible to all.
 - Assisting in securing grant-based event sponsorships.
 - Creating acknowledgment letters, project updates, and other correspondence to grant funders.
 - Flexibility to work some evenings and weekends as approved by supervisor.
 - Other duties as assigned.

Qualifications:

- Minimum of five (5) years of direct grant writing, grant management, prospect research.
- Demonstrated success writing, submitting and securing foundation, corporate, and government grants, including multiple five- and six-figure awards.
- Strong knowledge of nonprofit funding landscapes, social service trends, and community needs, with the ability to translate program outcomes and impact data into compelling funding proposals.
- Demonstrated ability to manage a portfolio, including prospecting, proposal development, and reporting.
- Demonstrated ability to work effectively in a fast-paced environment while managing competing priorities and meeting strict submission and reporting deadlines.
- Experience collaborating with Program, Finance, and Executive Leadership to develop grant budgets, collect outcome data, and ensure compliance with funder requirements.

Skills and Requirements

- Commitment to the mission, vision, and values of Pacific House and the community it serves.
- Bachelor's degree required.
- Exceptional writing, editing, and verbal communication skills, with a demonstrated ability to craft compelling grant proposals, reports, and donor communications.
- Strong command of grammar, syntax, style, punctuation, and persuasive writing techniques.
- Demonstrated research, analytical, critical thinking, and fact-verification skills.
- Excellent project management and organizational skills, with the ability to manage multiple deadlines, priorities, and grant submissions simultaneously.
- Strong interpersonal and relationship-building skills, including effective collaboration with program, finance, and executive leadership teams.
- Ability to communicate project timelines, progress, and outcomes effectively to internal and external stakeholders.
- Proficiency with Microsoft Office Suite, internet research tools, and donor database systems; experience with Donor Perfect preferred.



- Experience developing grant budgets, interpreting financial information, and preparing funding reports.
- Ability to work independently with minimal supervision while contributing effectively within a collaborative, cross-functional team environment.
- High ethical standards, sound judgment, and the ability to handle confidential information with discretion.

Compensation & Benefits

- Pacific House offers competitive compensation, excellent benefits, paid time off and a supportive workplace culture. The salary range for this position is \$70,000-\$75,000. Benefits include health, dental, vision, 403(b) retirement, life and disability insurance, FSA, and supplemental insurance.
- Pacific House is committed to creating a diverse environment.

Physical Demands and Work Environment:

- The Grant Development Director may be required to travel locally occasionally to attend community events.
- Offices are in Stamford, CT
- This position is eligible for a hybrid work schedule to be negotiated.

The company offers a competitive and comprehensive benefits package designed to support employee well-being.

Pacific House is an Equal Opportunity Employer and Affirmative Action Organization.

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Acknowledgement and Sign Off:

This job description is not a contract. Pacific House may revise it as needed. Staff may be assigned to other Pacific House locations under the same employment terms. The employee is expected to adhere to all agency policies and to act as a role model in adherence to such policies.

I have read and understand the job description for the Grant Development Director position, including the expected work schedule and compensation. I accept this position.

Staff Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

CEO Signature: _____ Date: _____