



Job Posting Director of Development October 2022

About Pregnant with Possibilities Resource Center

Founded in 2015, Pregnant with Possibilities Resource Center's (PPRC) mission is to provide culturally competent sexual health education, perinatal support, tools, and techniques that equip individuals to overcome barriers to give birth to their goals. Our vision focuses empowering all to excel by encouraging healthy decisions and improving birth outcomes in the communities we serve. Our programs and services are research-based, reflect best practices, and are designed by African American women for African American teens and young women who live in Cleveland and its southeast suburbs. *All services are free and confidential.*

Since receiving 501c3 nonprofit status in 2015, PPRC has served more than 350 clients and provided essentials items (diapers, wipes and formula) to over 850 Cuyahoga County families, combating the social determinants that lead to poor birth outcomes. Today, the organization sees between 150 and 2500 clients in Cuyahoga County. PPRC's vision is to empower all to excel by encouraging healthy decision and improving birth outcomes in the communities we serve.

About the Position:

The Director of Development (DOD) is responsible for grantmaking efforts. This individual plays a leading role in identifying new grantmaking initiatives that are in alignment with Pregnant with Possibilities strategic plan; development of partnerships with grantees; spearheading grant initiatives; continuously reviewing and making improvements to maintain and obtain new grants.

The Director of Development is a member of the leadership team and works under the direction of the Executive Director on strategic grant related initiatives to assure that grantmaking activities are coordinated within our policy and communications and research strategies.

Job Duties and Responsibilities:

- Under the direction of the Executive Director, manage grants process, including submission, awards processing, executing grant agreements, sending acknowledgment letters, tracking and deliverables.
- Maintain and develop strategies for new and existing funders; collaborate with Executive Director and Director of Program and Operations to ensure that funder relationships are maintained.
- Research and identify funding opportunities and needs.
- Monitor all grant cycles, deadlines, renewal processes, and action items to ensure continued funding.



- Collaborate with the Executive Director to ensure necessary management of database records, files, and reports related to institutional funders are maintained.
- Develop strategies to identify new institutional funders for grants and sponsorships with the goal of growing our institutional funding.
- Research, write and edit high-quality descriptions for grant proposals, funding applications, reports, letters inquiries, and acknowledgment letters.
- Creation of grant templates based on current industry trends and best practices
- Support the development of relevant communication materials for institutional funders.
- Collaborate with the Executive Director, Director of Programs and Operations, board members, and other key staff and stakeholders to design strategy for proposals and evaluation metrics for reporting on results.

Pay/Benefits:

The hiring range for this position is \$57,000 -\$70,000 per year depending on experience.

The position will receive generous company benefits to include health, dental, vision, as well as paid sick and vacation time.

To Apply:

**Please send cover letter, resume and writing sample to
info@pregnantwithpossibilities.com**

Applications will be reviewed on a rolling basis. Please be assured that PPRC will not contact references until later rounds of interviewing and only with applicants' explicit permission.

Interested parties are encouraged to submit application at their earliest convenience, but applications will be accepted until position is filled. No phone calls please.