



## GRANTS AND COMMUNITY ENGAGEMENT SPECIALIST

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The Utah Domestic Violence Coalition (UDVC) is a nationally recognized leader in the mission to end domestic violence. As the statewide coalition, we provide expert guidance, advocacy, and education to ensure the safety and empowerment of all survivors. UDVC's strength lies in its collaborative approach, bringing together community-based organizations, law enforcement, healthcare providers, and policymakers to create a unified response to domestic violence across Utah.

UDVC's mission: To end domestic violence through advocacy, education, collaboration, and leadership. Our vision—we imagine a future where every individual and family in Utah lives free from violence, empowered and hopeful for a safer tomorrow.

Our member programs provide vital, direct services, including safety planning, emergency shelter, legal and housing assistance, victim advocacy, and community outreach. These services reach victims of domestic and sexual violence statewide, with a particular emphasis on serving rural and diverse communities, ensuring that every survivor, regardless of geography or background, has access to the support they need.

At the core of our work is a commitment to fostering long-term, systemic change. We actively work to address the root causes of violence through prevention efforts, public awareness campaigns, and advocating for policies that protect survivors and hold perpetrators accountable. UDVC is more than a network of service providers; it is a collective movement dedicated to the dignity, safety, and empowerment of all.

### JOB SUMMARY:

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*We strongly encourage people of color, people from historically marginalized communities, persons with disabilities, and others who would bring additional dimensions of experience to our community to apply. The Utah Domestic Violence Coalition is an equal-opportunity employer committed to workforce diversity.*

The Grants and Community Engagement Specialist will be instrumental in advancing UDVC's fundraising efforts, achieving revenue goals, and informing the organization's strategic direction. This role is primarily focused on grant writing and reporting, with additional responsibilities related to donor relations, database management, and community engagement. The successful candidate will leverage exceptional writing, research, and relationship-building skills to access new grant opportunities and foster strong partnerships with funders.

Responsibilities include supporting the receipt, recording, and responding to donations, maintaining a specialized database, composing correspondence, researching prospective donors, and preparing reports on donors. This also involves maintaining calendars and a pipeline of grant progress, due dates, and reports, as well as composing and applying for grants in both government and private funding areas.

The Grants and Community Engagement Specialist will accept, record, and respond to donations in our donor database. Maintaining the database is a primary responsibility, and all information recorded within the database is expected to be accurate and up to date.

Additionally, the Grants and Community Engagement Specialist will play a crucial role in advancing UDVC's strategic development goals by actively engaging individuals and securing support for the organization's policy and advocacy initiatives. This includes researching, developing, and implementing innovative strategies to strengthen community involvement and increase support for

UDVC's mission. The specialist will also evaluate the effectiveness of these approaches, ensuring continuous improvement and alignment with UDVC's broader objectives while fostering meaningful partnerships and opportunities that expand the organization's reach and influence.

Travel throughout Utah is required, and a somewhat flexible work week with a partial work-from-home option is allowed.

## CORE RESPONSIBILITIES:

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- **Grants Management:**
  - Lead the grant application and reporting process for both government and private funders, ensuring timely submission of high-quality proposals.
  - Manage grant calendars, track deadlines, and maintain compliance with grant deliverables.
  - Research, identify, and pursue new grant opportunities aligned with UDVC's mission and objectives.
- **Donor Engagement and Database Management:**
  - Oversee the processing and acknowledgment of donations, ensuring accuracy in the DonorPerfect database.
  - Maintain accurate records of donor information, communication history, and engagement metrics.
  - Develop and implement individual giving programs, ensuring effective stewardship and retention of donors.
- **Fundraising Campaigns and Events:**
  - Plan, develop and execute fundraising campaigns, including digital, direct mail, and community-based initiatives.
  - Collaborate with the Communications Specialist and Director of Programs to integrate campaigns with broader communication and advocacy efforts.
  - Assist in the planning and coordination of fundraising events to increase community involvement and support.
- **Strategic Community Engagement:**
  - Build and strengthen relationships with key stakeholders, funders, and community partners to promote UDVC's policy and advocacy initiatives.
  - Research and develop new approaches to engage with the community and expand support for UDVC's mission.
  - Deliver presentations, workshops, and public engagement activities to further community involvement and increase awareness of UDVC's impact.
- **Evaluation and Reporting:**
  - Regularly assess fundraising and engagement activities, providing reports and insights to improve strategy.
  - Monitor and evaluate campaign results, track donor and community engagement, and identify areas for improvement.
  - Ensure financial targets are met, budgets are monitored, and accurate forecasts are maintained.

## SKILLS & EXPERIENCE:

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- Minimum of 2 years of experience in grant writing, donor management, or nonprofit fundraising.

- Familiarity with domestic violence/sexual assault survivor-driven advocacy and related principles is highly preferred.
- Experience with DonorPerfect or similar donor management software.
- Proven ability to execute individual giving strategies from inception to completion.
- Strong verbal, written, and interpersonal communication skills, with the ability to engage diverse audiences, including funders, community partners, and internal staff.
- Excellent organizational, multitasking, and time management skills to manage competing priorities and deadlines.
- Ability to think strategically, with a proactive approach to problem-solving and an eye for detail.
- Competency in financial management, including budget tracking and forecasting, with the ability to meet revenue targets.
- Familiarity with Microsoft Office, Google Suite, online fundraising tools and technology software.
- Valid driver's license, own auto and auto insurance coverage, and a willingness to travel throughout Utah as needed. Some evening and weekend work may be required.

## PERSONAL ATTRIBUTES:

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- Strong sense of initiative, integrity, and professionalism.
- Ability to work both independently and collaboratively within a team.
- Commitment to continuous learning and professional development.
- Alignment with UDVC's mission and a passion for eliminating domestic violence, supremacy, and oppression.

## COMPENSATION AND BENEFITS:

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This is a full-time (salary) position paying \$27 - \$29 per hour (DOE) plus benefits which include:

- 100% of medical, dental, and vision insurance (with supplemental options available for dependents).
- 403b Retirement Plan options.
- 100% of \$15,000 Life & ADD Policy.
- 100% of Employee Assistance Program (EAP) - Counseling Services.
- A competitive time off policy which is summarized below:
  - 18 paid holidays per year.
  - Up to 10 days of Sick Leave per year.
  - Up to 10 days of Vacation Leave in the first year, with substantial increases after Year 1.

## APPLICATION PROCESS:

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- **No telephone calls/office visits please.**
- Please send a cover letter, resume, up to three professional references, and any relevant portfolio material via email (admin@udvc.org), fax (801-521-5548), or by regular mail (UDVC, 124 S 400 E, Suite 430, SLC, UT 84111).
- Applicants are subject to mandatory pre-employment security background checks.
- This position is "Open until filled" - applications will be reviewed until the position is filled.
- UDVC is an equal opportunity employer for all persons without regard to race, color, national origin, ancestry, sex, sexual orientation, gender identity or expression, religion, age, pregnancy, disability, work-related injury, covered veteran status, political ideology, genetic information, marital status, or any other factor that the law protects from employment discrimination.