



TITLE: Fund Manager

FLSA STATUS: Exempt

POSITION REPORTS TO: Statewide Robotics Director

PURPOSE OF POSITION: The Fund Manager (Fund Manager) is responsible for the creation, management, facilitation and execution of the grant and fundraising process for the 2016, 2017 VEX IQ Robotics Statewide Grant Program (VEX IQ Program) for elementary students. The Fund Manager will work under the direction of the Statewide Robotics Director, and alongside our state and national partners to create an effective and efficient grant application and deployment process for schools wishing to participate in the VEX IQ Program. In addition, the Fund Manager will be charged with donor and foundation identification, prospecting, and cultivation, and when applicable, submit grant applications to ensure the project meets the predetermined fundraising goals. This individual will manage the overall gift process to ensure donor database records are up to date, and donors are appropriately stewarded and recognized for their support. As the lead for corporate event sponsorship, the Grant Manager will ensure that corporate partners expectations are met with a high attention to detail. Also, as the lead in telling the story of the VEX IQ Program, this individual will work with the TechPoint Foundation Program Director and REC Foundation support staff to create content and deploy it using various communication vehicles. Lastly, under the direction of the Statewide Robotics Director, this individual will serve as the primary support staff to Advisory Board Regional Taskforce committee's.

JOB FUNCTIONS: The following functions have been determined by the Foundation to be essential to the successful performance of this position including, but not limited to:

1. Assists and provides staff support to the Regional Taskforces of the Statewide VEX Robotics Advisory Board.

- Assists the Taskforce in setting and executing the goals and objectives outlined in the strategic plan.
- Assists in the identification, prospecting and securing of Taskforce members.
- Oversees the preparation and storage of materials for Taskforce meetings.
- Assists in the orientation of new Taskforce members.
- Supports the work of volunteers within the Taskforce committees.
- Organizes socials, retreats and recognition opportunities for Advisory Board and Taskforce volunteers.
- Works to ensure Taskforce is functioning ethically and within the stated bylaws of the Foundation.

2. Develops and implements an asset development strategy alongside the Statewide Robotics Director.

- Supports the development and implementation of the annual fundraising plan, including formal evaluation, statistical tracking and data collection.
- Conducts individual and foundation prospect research.
- Develops and implements identification, cultivation and stewardship plan for the project for individuals, foundations and corporate supporters.
- Coordinates and tracks all gift solicitation and relationship management utilizing the Foundation's CRM tool.
- Participates in gift solicitation when appropriate.
- Develops and manages the corporate sponsorship program for VEX robotics events at the regional and state level that fall under this project's leadership.
- Identifies, creates, submits and manages all grant applications.
- Coordinates the gift acknowledgement processes.

3. Oversees the grantmaking process for the VEX IQ Program to ensure ease of application and deployment of dollars and our robotics kits.

- Develops the guidelines for grantmaking including the application process and eligibility standards.
- Creates and manages the process for applicants with high attention to detail.
- Provides opportunities for community convening and consensus building.
- Supports Statewide Robotics Director in fiscal management of overall project budget.
- Conducts research and analysis of application and deployment process to ensure best practices are created for future grant programs.
- Collaborates with REC Foundation staff on a regular basis as a key partner, along with DWD, and Project Lead the Way staff.

4. Supports the work of the Program Director who is charged to develop and implement a comprehensive communication strategy for the Foundation.

- Reviews the annual communications committee plans and participates as needed to ensure project related communication is incorporated in overall Foundation plans.
- Creates and manages campaign specific strategies.
- Develops content regularly to be used in a variety of communications vehicles including web-based, print and social media.
 - Collaborates with REC Foundation, DWD, and Project Lead the Way staff to create content that highlights their involvement with the program.

5. Develops relations with the Indiana education community with regard to the project.

- Ensures TechPoint Foundation for Youth's presence at key events, conferences, and seminars related to the project.

- Seeks ways to engage members of the Indiana education community in the project.
- Supports Regional & State robotics events as needed under the direction of the Statewide Robotics Director.

JOB QUALIFICATIONS AND REQUIREMENTS: The following are the qualifications and minimum requirements necessary for a person to perform this job:

1. Ability to perform the essential functions of this position.
2. Minimum of a Bachelor's degree
3. Minimum of 3 years prior experience in the nonprofit or public sector grantmaking, project management, nonprofit operations, and task group management is preferred.
4. Previous experience working with a board of directors or having worked with a broad constituency group is preferred.
5. Understanding and adherence to high standards of ethics and confidentiality.
6. Excellent verbal and written communication skills.
7. Ability to write clearly with proper grammar, spelling, and punctuation.
8. Ability to speak, write, and dress in a professional and appropriate manner.
9. Ability to effectively interact and communicate with others in a professional and appropriate manner, including the ability to discuss multiple concepts with others.
10. Ability to work effectively as part of a team and work independently with little to no supervision.
11. Excellent organizational and workload prioritizing skills.
12. Excellent conceptual and analytical skills; ability to research and analyze data and information.
13. Working knowledge of general office equipment, including computer-based word processing and spreadsheet packages, proficiency with MS Office products preferred. Experience working on the Internet and with integrated database software is also preferred.
14. Familiarity with QuickBooks and customer relationship management tools preferred.
15. Ability to organize, facilitate and manage projects and meetings in an efficient and effective manner.
16. Ability to work evenings and weekends as necessary.
17. Ability to travel statewide and attend off premise events, such as robotics events and meetings. Possession of a valid driver's license and reliable personal vehicle.

WORKING CONDITIONS: Normal office environment.