

Development Coordinator - Grants

Seniors' Resource Center, Inc.
3227 Chase Street
Denver, CO 80212
www.SRCAging.org

Full Time - Team player with excellent organization, communication & interpersonal skills. Must be capable of conducting research to identify new and appropriate foundations fitting with the mission of Seniors' Resource Center. Must be capable of writing & researching grants, using the internet, communicating with potential & current funders. Must be flexible & able to efficiently & effectively handle multiple tasks & a high level of confidentiality & responsibility. With instruction from VP of Development, this person will implement a calendar of grant proposals and meet all related deadlines. Primary focus will be to solicit funds from foundations, corporate and government sources. Minimum Qualifications include, but not limited to: bachelor's degree plus two years of general grant writing experience or combination of relevant work experience & education, strong computer skills (Raiser's Edge knowledge a plus!), excellent verbal & written communication skills along with exceptional time management skills. Send resume to [hiring@SRCAging.org](mailto: hiring@SRCAging.org) by 6/18/10. EOE.