



**Generational Care**

Connecting Health, Home and Heart

## **SUPERVISOR**

**Development Manager**

## **CLASSIFICATION**

**Full-Time, Hourly  
30 Hours/Week**

## **STARTING SALARY RANGE**

**\$22.45- \$30.42 Hourly  
DOQ/DOE**

## **LOCATION**

**In Office  
Richland, WA**

## **BENEFITS**

- **Medical, Dental, Vision Insurance**
- **HRA with Generous Company Reimbursement**
- **12 Paid Vacation Days**
- **Paid Sick Leave**
- **11 Paid Holidays**
- **401 k with Company Match**
- **Employee Assistance Program (EAP)**
- **Public Loan Forgiveness Eligible Employer**
- **Same Day Pay Available with Tap Check Services**
- **8 Paid "Floating Time Off" Hours**
- **8 Paid "Employee Appreciation Day" Hours**

# **GRANTS AND DONOR RELATIONS SPECIALIST**

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## **ORGANIZATION DESCRIPTION**

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Generational Care is a nonprofit organization dedicated to enhancing the quality of life for individuals in their homes with dignity and compassionate care. Through its key programs, Home Care Services, Mid-Columbia Meals on Wheels, and Healthy Ages. Generational Care provides essential services such as in-home support for seniors, nutrition assistance, meal delivery to those in need, and healthy aging education. With a commitment to preserving independence and promoting well-being, the organization plays a vital role in serving the community and ensuring that older adults can age gracefully in the comfort of their own homes.

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## **POSITION SUMMARY**

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The Grants and Donor Relations Specialist is a key member of the Development Team responsible for supporting the organization's fundraising efforts through grant writing, donor stewardship, and engagement initiatives.

This role plays a critical part in securing funding and strengthening relationships with donors by ensuring consistent communication, meaningful recognition, and high-quality grant submissions. The Grants and Donor Relations Specialist works collaboratively with internal teams to support fundraising goals and enhance the organization's impact within the community.

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## **ESSENTIAL FUNCTIONS**

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### **Grant Writing and Fund Development**

- Dedicate approximately 50% of time to researching, writing, and submitting grant applications
- Track grant deadlines, reporting requirements, and funding outcomes
- Collaborate with program and finance teams to gather necessary data for proposals and reports
- Support the development of funding strategies aligned with organizational goals

### **Donor Stewardship and Engagement**

- Manage donor appreciation efforts, including thank-you letters and acknowledgment communications
- Support donor recognition initiatives to ensure consistent and meaningful engagement
- Assist in maintaining accurate donor records and communication tracking
- Contribute to the development of donor retention strategies

### **Development Team Support**

- Support donor engagement campaigns and fundraising initiatives
- Assist with preparation of reports, materials, and communications for donors and stakeholders
- Collaborate with Development Team members to ensure alignment across campaigns and messaging



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## ESSENTIAL FUNCTIONS CONT'D

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### KEY PERFORMANCE INDICATORS (KPIs)

The Donor Relations Specialist will be evaluated on the following measurable outcomes:

#### Grant Writing and Funding Performance

- Develop and submit grant applications in alignment with organizational funding priorities
- Maintain a strong and competitive grant success rate
- Ensure timely submission of all grant applications and required reports
- Contribute to achieving annual grant funding goals

#### Donor Stewardship and Retention

- Support donor retention through consistent and meaningful communication
- Ensure timely acknowledgment of donor contributions
- Assist in implementing donor engagement and stewardship initiatives
- Maintain accurate and up-to-date donor records

#### Fundraising Support and Engagement

- Contribute to overall department fundraising goals
- Support donor campaigns and engagement strategies
- Assist in tracking and reporting fundraising activity and outcomes

### INCENTIVE OPPORTUNITY

This position is eligible for a performance-based incentive program tied to grant funding outcomes.

- Incentives are based on the achievement of established fundraising goals
- Bonus structure and eligibility criteria will be clearly defined and communicated in advance
- Incentives are designed to reward high performance, quality grant submissions, and successful funding outcomes

*Gen Care reserves the right to modify, add, or remove duties and assign other duties as necessary, including working in other functional areas to cover absences or relief, to equalize work periods, or otherwise balance the workload.*

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## SKILLS & QUALIFICATIONS

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- Strong written and verbal communication skills with attention to detail
- Experience in grant writing, fundraising, or donor relations preferred
- Ability to manage multiple deadlines and prioritize tasks effectively
- Strong organizational and time management skills
- Ability to work independently while collaborating with cross-functional teams
- Proficiency in Microsoft Office and donor management systems preferred
- High level of professionalism, integrity, and discretion

## MISSION STATEMENT:

**To preserve and enhance the quality of life for every generation with dignity and care.**

## GUIDING PRINCIPLE:

**It is not about us, it is about the people we serve.**

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## EDUCATION AND/OR EXPERIENCE

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- Associate or Bachelor's degree in communications, nonprofit management, or related field preferred
- Equivalent combination of education and relevant experience may be considered
- Previous experience in grant writing or donor relations strongly preferred

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## WORKING CONDITIONS

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- This position requires regular physical activity as part of its essential functions. Physical demands may include prolonged sitting, repetitive hand motions, extensive telephone use, frequent standing and walking, occasional bending and twisting at the waist, occasional reaching above the shoulder, and occasional pushing/pulling, lifting, and carrying up to 25 pounds
- This role requires regular office work.

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## CONTINGENCY OF EMPLOYMENT

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- Acceptable background check and driving record
- Valid Washington State driver's license
- Reliable personal vehicle available for business use
- Proof of current vehicle insurance

*Home Care Services is a program of Generational Care, an SE WA ALTC COG, and Yakama Nation contractor.*



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*Programs of Generational Care include Home Care Services, Mid-Columbia Meals on Wheels, and Healthy Ages*

*Generational Care is an Equal Opportunity Employer.*

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## APPLICATION PROCESS

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Visit <https://www.GenCare.org/careers> to apply. A Gen Care application is required. Resumes will not be accepted in lieu of an official application but may be attached as supplemental information.

**Open until filled. First consideration will be given to applications received by Wednesday, May 6, 2026 at 4:00 pm.**