



**U.S. Catholic Sisters
Against Human Trafficking**

Ending Slavery Is Everyone's Work

**USCSAHT Job Opening
Director of Development and Subgrant Coordinator**

U.S. Catholic Sisters Against Human Trafficking (USCSAHT), a collaborative, faith-based national network that offers education, supports access to survivor services, and engages in advocacy to eradicate modern-day slavery, is seeking a **full time Director of Development and Subgrant Coordinator** to achieve the financial goals of the organization. The ideal candidate is an organized, independent worker with excellent written, verbal, and interpersonal skills with demonstrated experience and success working for a nonprofit organization in development.

Job Summary

The Director of Development and Subgrant Coordinator is responsible for supporting the financial health and sustainability of the organization by overseeing grant writing, fundraising, and membership/sponsorship renewal and engagement. The Director of Development and Subgrant Coordinator is an organized, independent worker with excellent written, verbal, and interpersonal skills, proven success in acquiring grant funding, and supportive of the mission and vision of the organization. This position reports directly to the Executive Director.

Hours: 32 hours per week

Location: Remote; some travel may be required.

Salary: \$45,000-\$50,000 annually

Benefits: Reimbursement for health insurance costs up to \$500/month, paid vacation, paid sick time, paid parental leave, eleven paid holidays, all as applicable to the employee.

Responsibilities and Duties

- Grant Management
 - Research and find appropriate grants for funding identified projects and goals of the organization
 - Write grant applications/proposals and reports
 - Manage yearly grant calendar, keeping track of reporting and application deadlines
- Fund Development

- Manage organizational fund development plan and write updates for Board of Director's meetings as requested
- Meet with Finance Committee as requested
- Plan and oversee fundraising campaigns and/or events
- Identify and build relationships with potential new members, sponsors and donors
- Develop and implement subgrant program to disperse funds over the next three years in keeping with all standards and benchmarks as outlined in the Conrad N. Hilton Foundation grant award to USCSAHT
 - Establish need for funding
 - Write criteria by which designated and mission aligned organizations can apply for funds
 - Develop an evaluation process by which all applications are screened
 - Create a committee of people to evaluate and make awards to successful applicants
 - Design a reporting process that successful applicants will complete on annual basis
 - Prepare reporting to the Conrad N. Hilton Foundation on this program
- In conjunction with the Director of Communications, manage communications with membership as pertains to development
- Meet with Executive Director as needed to review and coordinate projects
- Other duties as assigned

Qualifications and Skills

Required

- Bachelor's Degree or higher
- Excellent written, verbal, and interpersonal communication skills
- At least 2-3 years' experience in professional fundraising and/or grant writing with demonstrated success
- Familiarity with fundraising through social media platforms
- Independent and organized, able to manage projects and workload with minimal supervision
- Working knowledge of Microsoft 365 and Google Drive products

Preferred

- Passion for working to end human trafficking
- Knowledge of and commitment to USCSAHT mission and values
- Experience working in a membership-based organization

- Knowledge of Salsa Labs and Salsa Engage or similar fundraising CRM database of preference

Please send cover letter and resumé by 12/31/22 to
Katie Boller Gosewisch, Executive Director at katie@sistersagainsttrafficking.org