



Public Broadcasting Atlanta (PBA) is a non-profit organization formally called Atlanta Educational Telecommunications Collaborative, Inc. (AETC). As a broadcast service, PBA is comprised of WABE90.1FM, WPBA-TV30 and the digital service Atlanta PlanIt. For more information on the broadcast service, programming and opportunities, please visit www.wabe.org

Job Posting

Job Title: Director of Foundation Relations & Grants

Summary: The Director of Foundation Relations and Grants is responsible for generating grant revenue as well as ensuring that the organization carries out the commitments associated with each grant opportunity. The person in this position works in conjunction with other staff across the PBA organization to identify, solicit, and implement grant funded opportunities. Grant revenue is an important component of PBA's financial structure. It includes both public and private funding sources from all levels of government, public broadcasting related organizations, and local and national foundations. As a result of grant funding, both core programming and special projects are implemented that better position PBA in the future. Specifically, grants help fund community engagement efforts for both radio and TV, education initiatives, update and improve capital resources, enhance technology, broaden programming, and integrate digital media with radio and television.

Responsibilities:

Research and Cultivation

- Develop strategies for grant opportunities based on similarities between the mission of prospective funders and PBA's programmatic plans and priorities. Advise others on staff related to cultivating funding opportunities when appropriate.
- Identify specific programmatic priorities at PBA and proactively match with public and private funding sources.
- Proactively identify untapped public funding sources, including new and ongoing sources, particularly those tailored to support PBA initiatives.
- Monitor federal, state, and local websites and other sources for Requests for Proposals (RFP) announcements.
- Inform program staff of relevant RFPs.
- Fully vet with staff and senior management the appropriateness and fit of special project considerations.
- Conduct research related to the funding objectives of private foundations and corporations in coordination with PBA's operating departments.
- Build relationships with public and private funders, involving Board participation where appropriate. Foster personal connections with staff, board, and other key contacts.

Proposal Development and Submission

- Coordinate and manage the internal application process for all government and private funding opportunities, including developing the strategy, planning, writing, document gathering, internal and external communications, and final submission of applications, proposals, etc.



- Serve as primary writer and editor for applications, letters of inquiry, proposals, etc. Ensure that submissions are thorough and compelling. Supervise final production, ensuring that the relevant attachments are included, packaged in a quality manner, and that the mailing and/or electronic submission of proposals meet deadlines and are documented and traceable.
- Work with financial staff and relevant program staff to develop accurate budget information for funding applications.
- Serve as liaison with funders in relation to RFP's, conduct informational sessions and/or negotiations, and seek feedback on proposals.

Grants Management

- Once the grant award is finalized, proactively monitor progress and work with departments and staff to ensure that each grant funded project or program is underway and meeting conditions and expectations.
- Develop a detailed tracking system and tracking report related to the status of grants, including prospective grants, awarded grants, and grants declined or tabled.
- Maintain a detailed schedule of reporting requirements and other performance requirements with related deadlines, as detailed in each grant agreement.
- Write and submit all required reports.
- Maintain comprehensive historical records of all documentation related to each grant.
- Other duties as assigned.

Knowledge, Skills and Abilities:

Experience and Education Requirements

- Minimum of five years of *grant* writing experience.
- Experience in successfully applying for and administering grants.
- Demonstrated experience managing the proposal development process, with a preference for candidates who have successfully coordinated various departments in preparation and submittal of *grant* applications/proposals.
- Demonstrated skill in developing budgets for proposals.
- In-depth knowledge of application processes, contracts management, budgeting principles, and financial management.
- Bachelor's degree; advanced degree a plus.

Necessary Skills and Abilities

- Experienced in successful application/proposal submittal, and proven track record with institutional funders.
- Exceptional communication skills, both verbal and written, with a proven ability to present written information in a concise and persuasive format.
- Independent worker and also able to thrive as a successful member of an integrated, team-oriented environment.
- Demonstrated ability to work creatively, effectively, and collaboratively in a complex organization with funders, partners, management, and other staff.
- Resourceful in identifying funding opportunities.



- Focused and energetic with a high level of initiative.
- Ability to handle challenging situations in a professional manner.
- Strong organizational, critical thinking, and problem solving skills. Experienced at managing multiple tasks simultaneously, establishing priorities, working calmly under pressure, and managing competing deadlines and shifting priorities.
- Demonstrated proficiency in using Windows operating systems, Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.), email, and the Internet.
- Ability to efficiently and successfully upload proposals to the federal grants submission system.

Please send resume and cover letter to:

Public Broadcasting Atlanta

740 Bismark Rd. NE

Atlanta, GA 30324

Fax: 678-553-3026

Apply online at: www.wabe.org

Email: hr@pba.org

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