**Job Description: Director of Project and Grant Development Date:** 4/2011

**DESCRIPTION:** The Director of Project and Grant Development carries lead responsibility for developing new projects and funding sources to support MCIC’s mission. S/he directs MCIC development initiatives in the areas of projects, grants, fee-for-service, data licensing and fundraising activities. S/he participates in Senior Management activities, coordinating with other administrative groups as appropriate.

**Specific Responsibilities:**

* In conjunction with President, design and pursue coordinated business development strategies to provide financial support for MCIC’s activities, including but not limited to:
	+ Identify new opportunities for funding;
	+ Build new business relationships through sales presentations, networking and one on one conversations;
	+ Lead the creation, preparation, and assembly of documents to support RFP’s, Foundation grant requests, client contracts, and other income-generating activities;
* Coordinate individual contributions in form of project campaigns, individual donors, and “Project Prize” campaigns;
* Manage data licensing policies and agreements;
* Lead external communications projects, including social media and the website, to support sales and communications;
* Participate in Senior Management meetings, provide staff supervision, and coordinate with other administrative groups as appropriate; and
* Participate regularly in Board meetings, and assist with Board communications and relations.

**Specific Activities:**

* Secure support and contributions in accordance with annual budget and strategic goals;
* Networking and linkage to individuals and forums that present public benefit market opportunity;
* Develop and coordinate implementation of MCIC branding strategy; update as appropriate;
* Coordinate activities and timing with MCIC Senior Management to maximize market opportunity;
* Establish measurable goals, and conduct regular performance reviews and evaluations;
* Stay abreast of developments in the fields of informatics, data, technology and research and communicate the application of this technology to clients and foundations; and

**Qualifications**:

* Bachelor’s degree in social science field, Master’s degree preferred
* Five years’ experience with fundraising and/or business development.
* Two to three years supervisory experience.
* Excellent verbal and written communication skills; experience as a public speaker.
* Strong team player.
* Ability to work within a matrixed organizational structure.

**Supervision:**

Reports to President; coordinates day-to-day work activities with Director of Operations and the Director of Project Management.