



POSITION: Funding Streams Strategist

LOCATION: Boca Raton, FL

REPORTS TO: Executive Director of Unicorn Children's Foundation DATE: September 2016

WEBSITE: [www.unicornchildrensfoundation.org](http://www.unicornchildrensfoundation.org)

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#### JOB SUMMARY:

Reporting to the Executive Director, the Funding Streams Strategist will play a critical role in advancing the sustainability of the Palm Beach County Special Needs Advisory Coalition. Responsible for increasing and coordinating funding streams to support and fulfill the mission of the Coalition. This may include grant writing, event coordination, database management, interfacing with stakeholders, volunteers, and the public regularly. This is a full-time, grant-funded, salaried, exempt position currently funded for twelve months. Continuation of position is contingent upon future funding.

#### ESSENTIAL DUTIES & RESPONSIBILITIES:

- Document a thorough profile report of prospective funders of special needs/disability initiatives and programs including private, public, and governmental organizations.
- Conduct an assessment of current use of each funding stream and develop a plan for improving and integrating the effectiveness of funding streams and collaboration among providers.
- Develop and document a braided and blended funding model to support various strategic actions of the Palm Beach County Special Needs Advisory Coalition, as well as identify opportunities and challenges to using each funding stream and strategy.
- Create a toolkit to help families navigate the nuances of funding and futures planning and provide consultation to families on available funding streams and benefits for service including: insurance, state and federally funded programs, grants, etc.
- Coordinate a Funders Summit to bring together a diverse array of funders committed to improving the lives of persons with special needs and disability to advise on the status of services and supports for in Palm Beach County and develop collaborative strategies to establish a funding alliance, streamline funding and expand impact.
- Write grants and solicit financial support in response to available funding opportunities.

#### QUALIFICATIONS

The Funding Streams Strategist will have at least 5 years of professional experience in the special needs/disability arena; ideally three years of experience in braided and blended funding. S/he will

have experience creating and driving the analytic framework for planning and managing systems change in a highly entrepreneurial organization.

The Funding Streams Strategist will have the following experience and attributes:

- A track record in grants writing and management
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, Customer Relationship Management Software, and Social Media web platforms
- Flexible and a self-starter; able to multi-task while also being highly detail-oriented in a fast-paced environment
- The creativity, tenacity and knowledge to “build” a sustainable development program
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders, including staff, board members, external partners and donors
- Personal qualities of integrity, credibility, and a commitment to Palm Beach County Special Needs Advisory Coalition’s mission

## Performance Assessment

Employee performance is assessed annually using a rating system. Ratings are based on core competencies as they relate to the responsibilities of the position. Competencies related to responsibilities include;

- Quality of Work
- Job Knowledge/Technical Knowledge
- Support of Diversity
- Productivity
- Communication
- Initiative and Creativity
- Judgment
- Cooperation/Teamwork
- Customer Service
- Problem Solving
- Organization
- Innovation

## ABOUT THE ORGANIZATION

The Palm Beach County Special Needs Advisory Coalition was initiated in 2015 as part of a multi-funder community needs assessment to better understand the landscape of services and support for persons with special needs/disability residing in Palm Beach County. Nearly 100 agencies have participated in community conversations to interact with experts from the field, build cooperative and collaborative relationships with community organizations, and develop innovative strategies to create a comprehensive, integrated system of care that meets the changing needs of persons with special needs/disability throughout their life span. Specific objectives include:

- Developing an effective information and referral system
- Improving ability of families to navigate systems of assessment and services
- Increasing amount and improve coordination of funding
- Improving transition practices
- Increasing employment opportunities
- Expanding housing options
- Improving advocacy and futures planning

Unicorn Children's Foundation is currently acting as the administrative service organization responsible for overall management of the system transformation project.

For more information, please visit [www.UnicornChildrensFoundation.org](http://www.UnicornChildrensFoundation.org).

## TO APPLY

Interested candidates should email to [tony@all4civicengagement.org](mailto:tony@all4civicengagement.org). Please include: your Resume and Cover Letter explaining why you feel you would be a good fit for this position. No phone calls please.