

City of Dallas
Classification Specification

Title:	Fund Analyst	Class Code:	20911
Application:	Career Series	Pay Grade:	I
Supplemental/Code:	Professional/2	Established:	10/01/94
FLSA Status:	Exempt	Revised:	01/01/09

Position Purpose:

Performs as lead analyst to provide financial analysis and monitoring of the City's fund raising activities through Intergovernmental Services.

Essential Functions:

1. Assists the Fund Development Manager in the City's fund raising efforts and support activities.
2. Works with City departments and private, non-profit organizations to implement approved fund raising strategies.
3. Conducts donor research to identify resources and communicates research information to City departments and private, non-profit organizations that provide services to Dallas citizens.
4. Writes and edits grant proposals.
5. Prepares briefings and periodic reports to communicate goals and status of grant and fund raising activity.
6. Identifies and conducts grant and fund raising training for City departments and private, non-profit organizations.
7. Develops and administers performance measurement system for all City fund raising activities.
8. Serves as lead worker among work group.
9. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work:

Knowledge of fund-raising strategies and methods.

Knowledge of City organization and departments.

Ability to develop performance measurement standards for fund-raising efforts.

Ability to conduct training.

Ability to prepare grant proposals and briefings.

Ability to communicate effectively both verbally and in writing.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Working Conditions and Hazards:

Work performed under normal office conditions.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.

