

Delta Gamma Center

Grants Manager

We are looking for a strategic thinker who can use their creativity to engage organizations to invest in our mission. Someone who gets satisfaction from making connections between a mission and an investor's goals and writing a compelling proposal tailored to that investor. Someone who enjoys researching grant makers and using the knowledge gained to build authentic relationships based on matching interests and priorities.

Do you believe in the power of the written word, stories, and data to inspire people to invest in a mission? Do you love the challenge of balancing the need to convey complicated information with the need to inspire your audience?

Are you a problem-solver who enjoys finding ways to leverage technology and process improvements to support efficiency, quality, and timely follow-through? Does your attention to detail border on being a perfectionist?

This is a great opportunity for someone looking to contribute to a life-changing mission.

POSITION SUMMARY

The grants manager is part of the team that cultivates, solicits, and stewards the financial and volunteer resources needed for the organization to achieve its mission. The grants manager is responsible for maximizing investments from institutional grant makers to enhance and grow programs and provide general support. This position includes researching and evaluating funding opportunities, building and stewarding relationships with grant makers, and working cross-functionally in preparing and writing proposals and reports.

RESPONSIBILITIES

Grant Research and Relationship Building

- Proactively coordinates relationship building and stewardship activities with grant funders involving the executive director, development director, and program directors as appropriate
- Researches current, past, and prospective corporate, foundation, and government funders to identify opportunities for new, increased, and renewed funding; monitors the interests and funding areas for current, past, and prospective grant funders for changes
- Evaluates and recommends opportunities based on strength of fit
- Acquires and maintains a thorough understanding of the organization and programs to strategically identify grant opportunities and effectively prepare tailored submissions for a broad range of institutional funders
- Coordinates closely with program and development teams and the executive director to identify priorities for funding; maintains regular communication with program staff regarding program changes and funding needs to inform ongoing grant seeking strategy

Grant Proposals and Reporting

- Collaborates with the executive director and development director to develop strategies for addressing funding needs through grant solicitations
- Manages proposal submissions and reporting including writing content and coordinating contributions by program, development, and finance teams and community partners as needed; coordinates closely with the teams to ensure proposals and reports provide accurate, current, complete, and compelling information
- Crafts letters, memorandums of understanding, letters of support, and other materials in support of applications
- Maximizes efficiency and ensures high quality proposals and reports by developing boilerplate narrative content and standard grants attachments; routinely works with program staff to identify key content needed for proposals and reports; updates and refreshes boilerplate narrative annually
- Reviews and edits for conciseness, clarity, and readability; proofreads to ensure error-free copy and visually attractive and easy-to-read formatting
- Ensures all aspects of grant writing and proposal preparation are executed on time and meet all funder submission requirements
- Ensure timely and appropriate acknowledgement of grant awards and recognition of grant makers; provides direction to marketing team with information needed for public recognition
- Manages post-award grant processes coordinating closely with development, program, and finance teams to ensure details of grant awards are accurately tracked in donor management and accounting systems, details are shared with program and finance staff to ensure compliance with grant requirements, grant funds are appropriately expended and tracked, and reporting requirements and deadlines are met
- Collaborates with program evaluation and marketing staff to create a comprehensive program report to share with all institutional funders annually

Grants Management

- Develops forms and procedures to support a timely, consistent, and efficient grants management practice for all staff involved utilizing the donor management and accounting systems to the maximum degree possible
 - Develops efficient methods to manage and update prospect research data, track application and reporting deadlines and requirements, and develop and manage proposal and reporting content
- Manages the grants management calendar for specific submissions and reporting, routine check-ins, updates, and annual; ensures the calendar is accessible to all staff involved, reviewing regularly with management and program and finance teams to ensure details for

upcoming deadlines are documented and shared giving staff adequate notice and time to contribute to proposal and report submissions

QUALIFICATIONS

- Bachelor's degree or equivalent professional experience in social work, nonprofit management, business, marketing, communications, English, or related field
- Three to five years of experience and proven success in grant writing and management required; experience writing and managing government grants is a plus
- Experience working on behalf of child and family-centered mission is desired; work in early intervention, early childhood education, and/or youth development is a plus
- Possess strong interpersonal and communication skills with professionals from diverse backgrounds; has an enthusiastic and positive approach to engaging with teams and funders
- Creative, strategic thinker with strong analytical and research skills; ability to communicate the technical aspects of DGC programs in a concise and compelling manner tailored to the interests and priorities of each funder
- Excellent storytelling and technical writing skills; strong editing and proofing skills using a standard style guide (e.g. AP Style); rigorous attention to detail and outstanding accuracy
- Strong planning and organizational skills with demonstrated ability to work quickly and produce complete, accurate, and high-quality work under tight deadlines; ability to work on multiple projects concurrently
- Effective working independently and collaborating with different teams of program, development, and finance staff
- Able to represent the agency in a professional and mature manner; able to maintain confidentiality and show discretion
- Excellent computer/technology skills including
 - Proficiency with Microsoft Office Word and Excel and Adobe Acrobat required, competence with Outlook and PowerPoint a plus
 - Experience with grant research tools, web-based systems, and donor management systems desired
 - Develops proficiency with new technology quickly

REPORTS TO

Director of Development

TERMS OF EMPLOYMENT

- Part-time, 20 hours per week with some evening and weekend hours

- Background check, drug screen and health certification completed upon offer of employment
- Must be physically able to lift or move 30-50 pounds; push/pull and lift equipment and supplies; and stand or sit for long periods

TO APPLY

- Submit a cover letter explaining why you are interested in this position and how your personality, skills, and professional experience make you the ideal candidate for the position outlined in the job description.
- Submit a resume outlining your professional experience and achievements, education, and relevant training and credentials, and
- Complete a brief questionnaire that should take no more than 10-15 minutes.

Click on the link below to complete the questionnaire and upload your documents. You won't be able to save your answers and come back, so please make sure you have your documents ready to upload and have enough time to complete the questionnaire.

Please make sure the file names of your documents include your name and type of document (e.g. lname_fname_cvrltr, lname_fname_resume).

<https://dgckids.typeform.com/to/RVcc7L>