

JOB POSTING

JOB TITLE: Grants Manager

RESPONSIBLE TO: Director of Strategic Investments

Location: National Office, New York, N.Y.

Background: Girls Inc. inspires all girls to be strong, smart, and bold, providing girls across the U.S. and Canada with life-changing experiences and solutions to the unique challenges girls face. The Girls Inc. Experience consists of *people*, an *environment*, and *programming* that, together, empower girls to succeed. Trained staff and volunteers build lasting, mentoring relationships in girls-only spaces that are physically and emotionally safe and where girls find a sisterhood of support with shared drive, mutual respect, and high expectations. Hands-on, research-based programs provide girls with the skills and knowledge to set goals, overcome obstacles, and improve academic performance. Informed by girls and their families, Girls Inc. also works with policymakers to advocate for legislation and initiatives that increase opportunities for girls. At Girls Inc., girls grow up healthy, educated, and independent.

Summary: The Grants Manager works with the Director of Strategic Investments and the Associate Director of Institutional Giving (IG) in raising \$3-5M annually in institutional funding through the implementation and maintenance of a comprehensive grants research, solicitation, stewardship, reporting and information management system in support of Girls Inc. grant income and management goals.

RESPONSIBILITIES:

- Maintain a portfolio of 10+ Foundation and Corporate Funders with annual grants ranging from \$100K to \$1M, cultivating new relationships and stewarding current funders through regular in-person and phone meetings.
- Develop and write high-quality proposals and proposal budgets for new funders and grant renewals.
- Maintain a comprehensive moves management calendar for IG department to track current and future actions with funders, proposal deadlines and grant reporting dates.
- Manage prospect research process, continually monitoring sources for foundation, corporate, and government funding. Develop strategy and create in-depth donor profiles on likely prospects.
- Manage grant acceptance process, including writing acknowledgements, maintaining grant records, tracking requirements, and ensuring compliance with grant agreements.
- Work with Finance department to track grant payments and pledges, report on grant spending and manage invoicing of funders.
- Manage foundation files and electronic database using Salesforce.
- Participate as a member of the IG team, and maintain open communication channels and strong working relationships with other Girls Inc. departments and Girls Inc. affiliates.
- Accept additional responsibilities as necessary to support the effective functioning of the Development Department and achievement of annual income goals.

QUALIFICATIONS:

- BA required
- At least three to five years' professional fundraising experience

- Strategic thinker able to balance a wide variety of stakeholder needs
- Strong presentation skills
- Skill and experience developing grant budgets
- Attention to detail
- Highly organized and capable of managing multiple tasks
- Excellent research, writing and proofreading skills
- Highly computer literate, including internet research and Microsoft Office
- Experience with Salesforce or other database fundraising software preferred
- Responsible, flexible, and energetic team player, with the ability to adapt to various working styles

HOW TO APPLY:

Interested applicants should send a cover letter and resume with salary requirements to the link below no later than October 21, 2016. No phone calls, please.

<https://girlsinc.secure.force.com/recruiting/OpenPositionDetail?ph=8804786a012135e6cbea1b968cd5ed064c9db2c153d27e62b2ce5fc43d921d48>

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