Job Description

Job Title: Grants Manager & Writer
Location: New York, NY
FLSA Status: Full Time, Exempt
Classification: Professional
Department: Development & Fundraising
Reports to: Director of Planned Gifts & Institutional Support

Supervisory Responsibilities: Yes ☒ No ☐

Summary: The Grants Manager and Writer will coordinate grant planning and proposal development, and liaise with Catholic Charities' corporate and foundation funders while enhancing and expanding the current portfolio of donors and prospects. The position will be responsible for proposal writing, delivery, and reporting, in collaboration with program and administrative staff. As part of the Development Team, the position will participate in other development events and activities.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Develop annual operating plan in consultation with the Director of Planned Gifts & Institutional Support and Director of Development. The plan will include financial goals for both new grants, and renewed support for identified and prioritized projects.
- Produce proposals, LOIs, reports and other written materials in a timely fashion for both corporate and private foundation funders. Develop content and budgets for these written materials with the assistance and input of program and fiscal staff. Prepare a monthly status report listing grants received toward goal, proposals outstanding, and projects for portfolio.
- Write and/or edit and produce all appropriate acknowledgement letters and tax receipts for foundation and corporate funders.
- Working with the Director of Planned Gifts & Institutional Support, develop relationship building strategies with current, lapsed, and new funding sources.
- Working with the Director of Planned Gifts & Institutional Support, identify and utilize the foundation contacts of Catholic Charities Board Members and friends.
- Establish regular, ongoing communication and strategy sessions with key Catholic Charities administrators and program personnel.
- Coordinate with all appropriate Catholic Charities and corporate partners relating to in-kind corporate donations, including annual toy, food and coat drives.
- Through research, identify new prospects for current projects and programs for which proposals have been prepared.
• Represent Catholic Charities at appropriate events and functions.
• Help Senior Program and Resource Developer with development of proposals for organization-wide support.
• Assist staff to maintain compliance with awarded grants and contracts and partner with them on building program infrastructure when needed.

**Position Type and Expected Hours of Work:**

This is a full-time position, 9:00 AM to 5:00 PM. Ability to work some evening/weekends is required.

**Working conditions and physical demands required:**

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Long periods of remaining stationary at a work station and using the computer: approximately 90%.
- Ambulate/travel to other departments and meetings.

**Qualifications**

**Education and/or experience required:**

- Bachelor Degree.
- A minimum of two - five (2-5) years' related grant-writing experience or writing experience that is similar in nature.
- Previous grant writing experience preferred.

**Skills, Licenses, and/or competencies required:**

- Exceptional language skills: oral, written and listening.
- Exceptional computer skills in MS Word and Excel.
- The ability to handle multiple, high-priority activities simultaneously.