

JOB DESCRIPTION



Title: Manager, Grants

Reports to: Senior Director, Development & Marketing

Department: Development & Communications

I. OVERVIEW

Spence-Chapin has an exciting opportunity to join our Development Team as a Grants Manager. We are seeking a strategic, creative, passionate, outcome-driven individual to create compelling letters of inquiry, proposals, reports, and other correspondence for a diverse audience of foundations, both private and corporate. Additional responsibilities include researching foundations and corporate grant makers, preparing grant proposals and contracts for submission, managing the full grant and contract calendar, supporting the administrative operations of the department, and creating systems to improve department efficiency. The ideal candidate will increase corporate/foundation funding for the organization. This is an in-person position with a hybrid option. The position is part-time with full-time negotiable with an hourly rate range of \$26-30/hour for part-time or annual salary range of \$70,000-\$75,000 for a full-time position commensurate with experience.

Spence-Chapin is a non-profit organization based in New York City that has been providing adoption services and adoption support for more than 110 years. At Spence-Chapin, we believe that every child deserves a family, and we work tirelessly to advocate for children in need of a permanent, loving home. Over our history, Spence-Chapin has served more than 25,000 children, women, and families through our main program areas: Comprehensive Domestic and International Adoption Programs; Birth Parent Services; Well-being Services; and International Humanitarian Aid through programs like our Granny Program to support children living in orphanages overseas.

Our work is made possible by the dedicated individuals on our staff. At Spence-Chapin we find joy in celebrating each other, our co-workers, and our clients. Everyone is treated with respect and dignity to strengthen the vibrancy of our community. We celebrate a culture of excellence, inclusivity, compassion, flexibility, and support. Spence-Chapin offers a competitive benefits package that includes full health benefits, generous PTO and holiday schedule, HRA & FSA plans, life insurance, retirement plan with employer contribution, paid maternity/paternity/adoption leave, commuter benefits, and more. Being part of the Spence-Chapin team is being part of a legacy, which for more than 110 years has provided critical services to children, women, and families around the world.

II. KEY PERFORMANCE INDICATORS & SKILLS

- Develop and execute strategies for identifying, cultivating, and soliciting new foundation and corporate donors
- Create compelling, outcome-driven letters of inquiry, proposals, reports, and other correspondence for a diverse audience of foundation and corporate donors
- Identify and research prospective new foundation donors and corporate grants
- Coordinate day to day activities related to grants and contracts and ensure compliance with internal and external policies and procedures
- Collect, analyze and maintain evaluation and anecdotal data to assist with reports and collateral materials
- Schedule donor site visits and other engagement opportunities with Spence-Chapin programs and events throughout the year
- Assure timely, accurate, and strategic follow-up with donors and prospective supporters
- Maintain a grant tracker indicating renewals, reports, proposal deadlines, and other key information
- Attend bi-weekly meetings with the Sr. Director of Development and other team members to monitor grant submissions in the grant tracker

- Participate in monthly meetings with the Sr. Director of Development, Finance Department as well as other staff to reconcile revenue and ensure proper classification and designation of grants
- Participate in quarterly meetings with the Sr. Director of Development, Finance Department and other staff to update Spence-Chapin's annual revenue projections
- Maintain a collaborative working relationship with all program staff to create informed proposals in response to programmatic needs, direction, and capacity
- Develop short and long-term growth strategies for institutional giving in collaboration with other members of the Development team
- Keep up-to-date on emerging philanthropic trends in the field
- Manage financial reporting in the Development Department's database, Raiser's Edge, as well as in grant management third-party systems
- Keep accurate contact information and relationships in Raiser's Edge
- Attend weekly Development team meetings and contribute to maintaining an accurate agenda
- Maintain external sites such as GuideStar, etc.
- Ensure financials, donor privacy statement, and other information that may impact our nonprofit rating is up-to-date and accurate on the Spence-Chapin website and all external sites
- Work with the Development team to design, develop and produce the organization's Annual Report
- Participate in monthly staff meetings which includes co-facilitated activities and open dialogue on various topics
- Assist with large-scale development events as needed (e.g. Annual Gala and Annual Appeal)
- Assist with large-scale organization-wide events as needed
- Assist with other fundraising writing projects, such as appeal letters and information sheets, as needed

III. EDUCATION & EXPERIENCE

- Associate or Bachelor degree in related field is strongly preferred
- Minimum of 3+ years of successful grant management experience.

IV. TECHNICAL SKILLS

- Proficiency in Microsoft Suite products (Word, Excel, Outlook) required
- Knowledge of SAM, Raiser's Edge, or other CRM

V. KEY COMPETENCIES

- Excellent writing ability
- Strong project management and implementation skills with the ability to manage multiple projects simultaneously
- Exceptional attention to detail
- Strong oral communication skills
- An action-oriented, adaptable, and innovative approach to work
- Excellent organizational skills and the ability to gracefully manage tight timelines in a fast-paced work environment
- High level of professionalism, integrity, accountability, and judgment
- Ability to take initiative in identifying and building new relationships
- Ability to work both collaboratively in a team and independently
- Ability to multitask, prioritize to efficiently meet goals and deadlines
- Ability to make decisions and resolve problems as they arise

To apply: Please send cover letter and resume to recruiting@spence-chapin.org

This description is not intended to detail every aspect of your job/duties or list every task you may perform. It is provided as a general overview of the responsibilities and skills required to do this job successfully.