
JOB DESCRIPTION

Title: Manager, Grants

Reports to: Chief Development & Communications Officer (CDCO)

Department: Development

I. OVERVIEW

Spence-Chapin is seeking an outstanding Grants Manager to work in the Development Department and provide support to the entire organization by seeking grant opportunities, complete and submit proposals, and engage in foundation management. The Grants Manager will work closely with the CDCO to research foundations and corporate grant makers, prepare and submit grant proposals and budgets, and manage the full grant and contract calendar. The ideal candidate will be a collaborative part of the Development Team and assist in helping the Department reach its annual revenue goals. This is a full-time, hybrid (3-4 days/week working in the office) position with an annual salary range is \$70,000-\$78,000 commensurate with experience.

Spence-Chapin is a non-profit based in New York City providing adoption services and support for over 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; Expectant and 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 in conjunction with the CDCO
- 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
- Collect, analyze and maintain evaluation and anecdotal data to assist with reports and collateral materials

- Maintain a grant tracker indicating renewals, reports, proposal deadlines, and other key information
- 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
- Keep accurate contact information and relationships in Raiser's Edge
- 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 such as Candid
- Assist with large-scale development or organization-wide events as well as other fundraising projects as needed

III. EDUCATION & EXPERIENCE

- Associate or Bachelor's Degree in related field is strongly preferred
- Minimum of 3-5 years of successful grant writing and Development experience

IV. TECHNICAL SKILLS

- MS Office - Proficiency in Word, Excel, PowerPoint and Outlook
- Knowledge of CRM database systems such as Raiser's Edge and SAM

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 submit a resume and cover letter that highlights the ways in which your experience is relevant and will contribute to this position to: recruiting@spence-chapin.org. Please put the job title and your name in the subject line of the email.

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.