



Position Available: Grants Manager

Jack & Jill Center is a nonprofit 501(c)(3) community-based organization committed to providing comprehensive, holistic, wraparound support services to children from high-need families. Our aim is to improve the wellbeing and quality of life for these children and their parents who work or attend school. As the oldest nonprofit provider of early childhood education in Broward County, our core mission remains unchanged since our founding in 1942: serving families, educating children, and supporting and advocating for our community.

POSITION DESCRIPTION AND JOB FUNCTIONS

The Development team is responsible for raising nearly \$3.4M annually via grants, special events, corporate partnerships, and individual giving. This essential funding supports our Early Education Program, the Madelaine Halmos Academy (MHA), Family Program, and HEALTH Program. As a Grants Manager, you will be an essential part of the Development team, and will be responsible for managing the quality and success of the grant writing process. The Grants Manager manages all grant strategies and processes for all departments, including but not limited to: research, budgeting, program design, proposal writing, prospect cultivation, stewardship, and outcome tracking. The Grants Manager multitasks and has the ability to work independently. The person in this role will work closely with both internal and external partners, which include foundation donors, sponsors and corporate partners. The person in this role will be responsible for managing the following programs; responsibilities listed are not restricted to each program, as many initiatives have overlapping functions:

- Ensure the writing, review and submission of grants and reports for all Jack & Jill Center's ongoing funding sources are completed on time.
- Meet grant and proposal deadlines by establishing priorities and target dates for information gathering, document preparation, document review and approval.
- Leads and manages monthly grant review meeting with Leadership team.
- Coordinates preparation for and facilitation of pre-funding site visits.
- Researches, identifies and disseminates grant funding opportunities from local, state, federal and private sources to appropriate staff; uses iWave or related grant research software.
- Responsible for stewardship activities related to grants, foundations and other funders.
- Initiates and manages Jack & Jill's grant committee meetings to discuss current and potential funding opportunities, programs, and deadlines.
- Writes new grant proposals to help meet program and budgetary needs of the Center and Madelaine Halmos Academy (MHA), our K-5 elementary school.
- Maintains a system for tracking proposals submitted and awarded to the Center and MHA.
- Assures that statistics used for funding requests are accurate and up-to-date.
- Manages foundation and grant contracts and assures compliance in all areas.
- Maintains a master calendar of deadlines for foundation reports.

- Manages reporting in Raiser’s Edge or related software, and ensures all records are kept accurate and up-to-date.
- Attends off-site meetings pertaining to grants and proposal deadlines when assigned.
- Attend foundation tours and site visits as requested.
- If applicable, supervise and manage the foundation application process of contract grant writers to provide direction, and to ensure timely completion of applications, reporting and audit compliance.
- Oversee collection of data from Family Team and Program Teams for foundation reporting.
- Provide tours and represent Jack & Jill at public relations events.
- Support best practices for donor relations.
- Provide guidance around writing copy and proofing marketing materials with keen eye for organizational language consistency
- Attend the community meetings to represent the center.
- Participate in special events, fundraising, social and community events as assigned, such as Power Lunch, Light Up Downtown, Flip Flops on the Docks, etc.

POSITION REQUIREMENTS

Desired Qualities:

Candidates should have strong writing, project management, administrative, and organizational skills; superb written, presentation, persuasion and listening skills. Grant experience is a plus, but not required. The ideal candidate should have the ability to function effectively as team member and a willingness to participate in activities and assignments that help meet the goals of and objectives of the department, as well as the ability to manage strong relationships with a variety of constituents. Finally, they should have excellent interpersonal skills and a friendly demeanor.

- Strong writing skills, with a keen eye for detail.
- Ability to manage projects and the organizational skills to maintain a year-round grant calendar.
- Ability to strategize gift solicitations and to demonstrate a sensitivity to donor motivations.
- Ability to manage strong relationships with a variety of constituents and colleagues.
- Ability to orally communicate effectively with others, with or without the use of an interpreter.
- Ability to communicate effectively in writing, using the English language, with or without the use of auxiliary aids or services.
- Ability to work cooperatively with colleagues and supervisory staff.
- May be required to accomplish job duties using various types of equipment/supplies, to include but not limited to, pens, pencils, calculators, computer keyboards, telephones, etc.
- Ability to use computer software to organize information, effectively communicate, maintain data, and develop a variety of correspondences and reports.
- Demonstrates leadership abilities.
- Maintain open communication, confidentiality and professionalism at all times.
- Follow and enforce the Center’s policies and procedures at all times as listed in employee and parent handbooks.
- Ability to function effectively as team member and a willingness to participate in activities and assignments that help meet the goals of and objectives of the department.
- The job may require heavy lifting of 25 pounds or more.

Desired Experience:

- Minimum of B.A./B.S or equivalent work or life experiences.
- Minimum of 3-5 years of experience in a professional office setting; experience working at a nonprofit.
- Excellent skills and experience with Microsoft Word, Excel and Outlook, email protocol and internet research.
- Experience with constituent management database, Raiser Edge/NXT is a plus.
- Ability to work weekends and evenings as required.
- A valid driver's license and access to transportation.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities, activities, and hours worked may change or be assigned at any time with or without notice.

SPECIFICS

- Title: Grants Manager
- Team: Development
- Reports To: Chief Development Officer
- Salary: Commensurate with experience
- Benefits: We offer comprehensive and generous benefits package which includes medical, dental, and vision insurance, a 403(b)-retirement plan and life insurance
- To apply, please submit an Employment Application by [clicking here](#).