



BOYS & GIRLS CLUBS
OF KENTUCKIANA

Job Description

Job Title: Grants Manager
Department: Resource Development
FLSA Status: Full Time
Reports To: Vice President of Development & Communications

SUMMARY

This important position is responsible for generating fundraising income from corporate, foundation and government grantmakers and contributing to the overall resource development strategy and action plan. Work closely with staff and volunteers to identify, research, cultivate, solicit and steward prospects/donors. Lead staff in the application, reporting and grant management process.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following (additional duties may be assigned):

- *Resource Development*
 - Generate fundraising income from corporate, foundation and government sources
 - Work with Administrative and Club staff to identify funding (programmatic) needs
 - Conduct research on corporate, foundation and government grantmakers
 - Lead grants management process from initial contact to final report, collaborating with Resource Development and Operations staff.
 - Manage deadlines for applications and reporting requirements in consultation with Operations leadership and Finance Manager.
 - Work closely with the Vice President of Development & Communications and President & CEO to coordinate prospect cultivation, donor stewardship and overall relationship management of grantmakers.

- *Strategic Planning*
 - Contribute to the planning and implementation of the strategic plan regarding activities relating to donor solicitations and other Club fundraising efforts
 - Contribute to the planning and implementation of overall development goals, strategies, and activities relating to the identification, research, cultivation, solicitation and stewardship of prospects and donors

Job Description, Continued

- *Resource Management*
 - Monitor fundraising efforts and progress toward goals

- *Marketing/Public Relations*
 - Support efforts that increase visibility of Club programs, services, and activities and maintain good public relations with donors and prospects
 - Participate in special events that focus awareness on Club activities, engage community support, and generate revenue.
 - Promote the organization's brand to existing and prospective donors.
 - Represent the organization at networking events.

- *Administration / Other*
 - Participate in relevant committees and sub-committees of the Board of Directors
 - Perform additional duties as assigned

SUPERVISORY RESPONSIBILITIES

- No staff supervisory responsibilities

SPECIFIC SKILLS/KNOWLEDGE REQUIRED

- Bachelor's degree from an accredited college, university, or equivalent experience
- A minimum of 5 years of experience in fundraising and/or a related field
- Experience working in a Boys & Girls Club or other not-for-profit organization preferred
- Experience writing and managing grants program at a not-for-profit organization
- Outstanding communication skills, both oral and written
- Strong organizational skills and the ability to meet deadlines
- Ability to manage sensitive and confidential information with integrity
- Considerable knowledge of fundraising techniques and sources of funding for not-for-profit agencies
- Ability to function either independently or as an active team member
- Proficiency in Microsoft Office and familiarity with fundraising and/or donor management software (i.e.: E-Tapestry, Raisers Edge)

WORK ENVIRONMENT

Good working conditions. Some changes to work schedule to include some weekends or evenings. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.