

Grants Manager

Reports To: Director of Development

Location: Any GSNI Service Center (occasional telecommuting)

FLSA Status: Exempt

Direct Reports: None

POSITION SUMMARY

The Grants Manager is responsible to research, write, and submit corporate, foundation, and United Way proposals to best provide financial resources for GSNI's strategic priorities. In addition, this person will work closely with various internal departments to determine specifics of grant programs and budgets, as well as monitor grant implementation. The grants manager will write grant reports to funders, maintain the grants calendar, build strong relationships with current and prospective grant funders throughout the council, and work with teams of GSNI staff who will be charged with executing grant-funded programs.

MAJOR RESPONSIBILITIES

- Manages an annual portfolio of \$250,000 to \$350,000 in grant funding
- Identifies, cultivates, and solicits corporate, foundation, and other grant prospects – working with the Director of Development, council board members, and volunteers - leading to incremental increases in grant funding each year
- Establishes and monitors a project management system for Recruitment, Member Support, Girl Experience and Property staff to utilize while implementing grant-funded projects
- Attends grant presentation meetings, United Way allocation hearings, and coordinates site visits to answer questions and provide additional information funders may request about GSNI or the grant application
- Requests corporate support and in-kind donations through direct appeals and other fundraising efforts
- May work with the Research Analyst to develop an understanding of surveys and outcomes related to grant performance and reporting. May involve input and retrieval of grant-related survey information
- Assist with fundraising projects and perform other assignments, as requested

EDUCATION/EXPERIENCE/SKILLS REQUIRED:

- Bachelor's degree in English, Communications, Marketing, Journalism or related field.
- Two to five years of work experience in relationship building, writing, and project management, preferably in grant writing, fundraising, or donor/community relations
- Day and occasional evening travel throughout GSNI's 16 county Council

SKILLS AND/OR QUALIFICATIONS

- Excellent verbal, but especially written communication skills
- Organized, energetic, flexible, and detail-oriented
- Planning, organization, and time-management skills with the ability to meet deadlines
- Knowledge of budget development and administration
- Strong computer skills, including Microsoft Word, Outlook, and Excel, Raiser's Edge and Salesforce preferred

HOW TO APPLY

Please send a cover letter and resume to jobs@girlscoutsni.org and include the **title of the position and location** in the subject line. For more information on the Girl Scouts of Northern Illinois, visit our website at www.girlscoutsni.org.

ABOUT GSNI

Girl Scouts of Northern Illinois is an inclusive organization that welcomes girls and adults regardless of race, ethnicity, religious beliefs or socioeconomic status. Girl Scout membership is open to all girls who accept the Girl Scout Promise and Law.

Equal Opportunity Employer