Big Brothers Big Sisters OF CENTRAL CAROLINAS

Position Available

Title of Position: Grant Manager
Date Position Available: Immediately
Position Reports To: Director of Development
Position is: Part- Time (20 hrs/week)

About Us:

Mission: To provide children facing adversity with strong and enduring, professionally supported one-to-one relationships that change their lives for the better, forever.

Vision: All Children achieve success if life.

Big Brothers Big Sisters of Central Carolinas partners with individual donors, foundations, corporations, government and others to build the critical network of support that funds and enables the work of carefully matching children with caring adult mentors and providing ongoing support to the child, volunteer mentor and child's family. Big Brothers Big Sisters targets children who need us most, including those living in single parent homes, growing up in poverty and coping with parental incarceration. More than 1,500 Matches (Bigs & Littles) get together regularly in the Central Carolinas region, creating and building life-changing friendships. Research proves that children enrolled in Big Brothers Big Sisters programs are more likely to improve in school and in their relationships with family and friends, and less likely to skip school or use illegal drugs or alcohol. Big Brothers Big Sisters of Central Carolinas has been recognized as a leader in the non-profit industry and in the BBBS network; winning the National BBBSCC Gold Standard Award and, locally, the Mayor's Mentoring Alliance Large Agency Best Practices award the last four years in a row. Our Development Team works hard to create unique, positive, memorable experiences for our volunteers, supporters and event participants. We deeply value the relationships created and the dollars generated from each of our donors, large or small.

Position Summary: The Grant Manager is responsible for researching and identifying corporate, foundation, and government grant opportunities; cultivating and stewarding relationships with granting organizations; working with staff to prepare compelling grant applications for the organization's strategic priorities; monitoring and reporting outcomes regularly to funders.

ESSENTIAL DUTIES/RESPONSIBILITIES:

Specifically the Grant Manager will:

- Work with the CEO, Director of Development, and key staff to identify the strategic and tactical needs that may be appropriate for grant support
- Develop and implement a written plan for identifying, qualifying, cultivating and soliciting corporate, foundation and government donors
- Meet deadlines for new/renewal grant proposals and grant compliance/performance outcome reports
- Develop and implement a written plan for stewarding a portfolio of supporters
    - Develop and implement written strategies based on capacity and readiness to give
    - Assist in coordinating annual visits to each supporter
    - Document appropriate notes/contacts in the donor database
- Work cooperatively with the CEO, Director of Development, and key staff to ensure grant requirements are communicated/understood and appropriate staff are held accountable for commitments/program effectiveness
- Meet agreed upon dollar goals for new, renewed and upgraded grant awards

SKILLS AND KNOWLEDGE:

- A proven track record as a grant manager or a proven track record as a leadership annual fund manager or proven track record in appropriate transferable responsibilities
- Excellent communication skills, emphasizing the ability to listen and hear others
- Demonstrated integrity
- An articulated belief in the mission of Big Brothers Big Sisters of Central Carolinas
- The motivation and techniques necessary to organize the workload and schedule/meet deadlines in a timely manner
- Success in writing and securing grants
- A demonstrated ability to write a compelling case for support accurately, persuasively, concisely, and technically
- Ability to set priorities and manage grant development strategies from conception through coordination and cultivation to completion
- Strong contributor in team environments
- Demonstrates enthusiasm and professionalism in their desire to excel in a non-profit environment.

QUALIFICATIONS

Required:

a. College graduate – Bachelor's degree
b. 2-3 years' Minimum experience in grant writing in a nonprofit or corporate setting preferred. Proven track record as a major gift manager or a proven track record as a leadership annual fund manager.
c. Good oral and written communication skills
d. Demonstrated attention to detail
e. Experienced user of Microsoft Office products
f. Good organization and time-management skills

Application Procedures and Special Instructions:

Interested applicants should submit a cover letter and resume via email, to:
careers@bbbscentralcarolinas.org For more information, visit:
bbbscentralcarolinas.org