



GRANT MANAGER

REPORTS TO: Senior Director, Development

STATUS: Exempt

ORGANIZATION SUMMARY:

Junior Achievement of Central Carolinas (JA Central Carolinas) is a non-profit organization that's purpose is to inspire and prepare young people to succeed in a global economy. JA Central Carolinas' educational programs offer an equitable approach to next generation pathways and focus on empowering young people in three areas — financial literacy, entrepreneurship, and work readiness. A dedicated network of corporate and community volunteers allows us to positively impact thousands of students in the classroom, on campus at TowneBank Opportunity Headquarters (HQ) or by means of remote learning.

POSITION DESCRIPTION:

The Grant Manager is responsible for managing overall grant efforts to support JA Central Carolinas' annual revenue goals. Responsibilities include researching, preparing, writing, submitting, and tracking grant proposals to private foundations, corporations, public agencies, and other funding sources. Responsibilities also include cultivating and stewarding new and existing funder relationships.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Contributes to the Fund Development department's annual revenue goal by managing the holistic grant portfolio.
- Identifies and researches new funding opportunities at local, regional, state and federal levels that align with organization priorities and works with Leadership to prioritize applications.
- Leads all grant proposals from determining concept, to writing and editing drafts to final internal approval and submission in partnership with Leadership.
- Creates strong partnerships with internal teams to understand organization priorities, studies requests for proposals and attends strategy meetings to make connections between funding opportunities and identified needs.
- Leads and coordinates with internal staff to ensure all necessary grant documents, including, but not limited to, grant-specific budgets, hard copy signatures, required forms, etc., are created and obtained in a timely manner for submission.
- Meets proposal deadlines by establishing priorities and target dates for information gathering, writing, editing, review, approval, submission and holistic cycle reporting.
- Partners with internal teams to collect outcomes for evaluation reporting, craft evaluation narratives and execute timely submissions.
- Manages grant pipeline, clearly demonstrating upcoming opportunities, deadlines, grants awarded, grant evaluations and all reporting requirements.
- Analyzes and reports on grant portfolio and pipeline to team and senior leaders.
- Develops strong funder relationships through stewardship of funder requirements and regular sharing of impact.
- Participates in efforts to stay abreast of current research, emerging best practices, and community discussions in the fields of financial literacy, career-path readiness, economic mobility and other issues that align with Junior Achievement.

QUALIFICATIONS:

To be successful, you should be capable of working cross functionally to shepherd grants management processes and practices while ensuring the execution of grants. You balance strong analytical skills with the soft skills required to handle partners priorities. Additionally:

- Bachelor's degree (B. A.) from four-year college or university in Communications, Public Relations, Marketing or related field
- 3+ of years of progressive nonprofit fundraising experience and a basic understanding of foundation-specific regulations
- Excellent writing, editing and verbal communication skills
- Ability to meet revenue goals while prioritizing relationships over transactions
- Exceptional organization and project management skills, with the ability to independently coordinate and lead multiple projects simultaneously
- Proficiency in using Microsoft Office as well as in donor databases and research tools
- Confidence to ask pertinent questions to grasp concepts quickly and think beyond specific tasks
- Ability to manage your time efficiently and multi-task in a fast-paced environment
- Flexible, open, positive, and collaborative personality

THE PACKAGE:

Base salary and performance-based bonus commensurate with experience. At JA Central Carolinas you'll have access to competitive benefits, including health insurance, 401K, and generous time off. This position works from the administrative offices at the TowneBank Opportunity HQ in Charlotte, North Carolina.

EQUAL OPPORTUNITY EMPLOYER:

JA Central Carolinas is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Junior Achievement of Central Carolinas makes hiring decisions based solely on qualifications, merit, and business needs at the time.

TO APPLY:

Please send resume and cover letter to llyayne@jacarolinas.org. Salary requirements MUST accompany cover letter. Applications will remain on file for 60 days.