



GENERATION CITIZEN
Manager, Regional Grants

Location: Remote (with preference for Boston, New York City, or San Francisco)

ABOUT THE ROLE:

The Manager, Regional Grants will play a critical role in fundraising for GC's work during a moment of challenge and opportunity for our nation. The Manager, Regional Grants will translate GC's 5-year strategic plan into compelling language to help GC cultivate new donors and engage existing donors in GC's bold and timely mission. They'll serve as the lead grant writer on major institutional grants and lead on the management of GC's grants portfolio in key markets. Additionally, the person in this role will maintain the operational systems that support grant writing and tracking of grant applications, provide strategic thought partnership to Regional Executive Directors, and develop strategies for fundraising as GC deepens its work in current markets and expands to new markets.

This is an exciting opportunity for a highly collaborative professional with excellent organizational skills, strong attention to detail, and has the ability to communicate effectively in both verbal and written communications. The person in this role will join a racially-diverse, mission-driven team and will be part of the National Development team, and will partner closely with Regional Executive Directors; the Director, Finance, and the Manager, Communications, as well as other members of the GC team. They'll report directly to the Chief Development Officer.

RESPONSIBILITIES:

Institutional Giving & Grant Writing (70%)

- Lead on and manage all facets of Generation Citizen's regional revenue generation from institutional donors (foundation and corporate donors) - including prospecting, research, cultivation and grantwriting. Key regions include New York, Oklahoma, Texas, California, and Pennsylvania.
- Create personalized and compelling proposals, reports, decks and other communication materials for foundation prospects and funders.
- Collaborate and engage with regional Executive Directors to execute on their institutional giving revenue goals and ensure local impact is authentically reflected.
- Collaborate with Director, Finance to create budgets for major grants and manage financial reporting for grants.
- Collaborate with Manager, Communications and colleagues on the National Program Team to comply with grant reporting and provide funders with relevant collateral and updates to support their learning and understanding of GC's work, as well as incorporate funder acknowledgements/recognitions into social media outreach.
- Maintain a repository of information (i.e., templates, language options, updated key data points, etc.) for use by colleagues.
- Develop and implement reporting of fundraising progress, KPI's and targets specific fundraising and relationship management including reports, queries, and data analysis.

Fundraising Special Projects (30%)

- Work with other members of the National Development team to support and/or lead on key development priorities throughout the fundraising cycle, including events and appeals



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- Partner with the Chief Development Officer and Chief Executive Officer to promote and develop strategies to engage key stakeholders across the organization and effectively strengthen the organization's overall fundraising capacity.

QUALIFICATIONS

- 3+ years of grant writing experience that shows progression of responsibility, portfolio growth, and success
- Experience coordinating grant writing and application processes, including collaborating with program and finance teams to align program elements and budgets with grant guidelines
- Experience working with Salesforce or similar platform, and a background of learning various new technologies to support work
- *Preferred:* experience with fundraising for education programs as well as policy & advocacy work
- *Preferred:* experience with non-profit grant writing in New York and/or California

PERSONAL CHARACTERISTICS & NECESSARY COMPETENCIES:

- A deep commitment to and passion for Generation Citizen's mission
- A professional track record and personal commitment to diversity, equity, and inclusion, with a high level of cultural competence
- A strong relationship-builder, empathetic listener, and giver (and receiver!) of direct and supportive feedback in order to connect to, engage and inspire others towards outcomes, as well as for personal growth
- Highly collaborative spirit, with a strong ability to project manage and get things done (individually and through others) in a fast-paced, dynamic environment; and strong ownership of personal actions and team outcomes
- Strong time management skills and an ability to stay organized and give attention to details while managing diverse tasks, activities, and projects
- Strong written and oral communication skills and the ability to maintain professionalism with diverse stakeholders and tailor communications to different audiences
- Comfort using technology and platforms such as Google Docs/Sheets and MS Office applications, with experience learning new technologies quickly

HOW TO APPLY:

Complete [the application](#) and be sure to attach a resume and cover letter. An HR representative will reach out to qualified candidates to schedule a phone screen. **We would appreciate it if you could refrain from reaching out to GC team members directly to inquire about the position or status of your application.**