



GENERATION CITIZEN MANAGER, GRANTS

Location: Remote

ABOUT THE ROLE:

The Manager, Grants will play a critical role in fundraising for GC's work during a moment of challenge and opportunity for our nation. The Manager, Grants will translate GC's 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 Director, Communications, as well as other members of the GC team.

The Manager, Grants will directly report to the Managing Director, Development.

RESPONSIBILITIES:

Institutional Giving & Grant Writing (70%)

- Lead on and manage Generation Citizen's revenue generation from institutional donors (foundation and corporate donors) - including prospecting, research, cultivation, and grant writing.
- Create personalized and compelling proposals, reports, decks, and other materials .
- Manage deadlines for grant proposals, LOIs and reports
- Collaborate and engage with regional Executive Directors to execute on their institutional giving revenue goals and ensure the local impact is authentically reflected.
- Collaborate with Director, Finance to submit budgets for grant proposals and manage financial reporting for grants.
- Collaborate with colleagues to comply with grant reporting and provide funders with relevant collateral and updates to support their learning and understanding of GC's work
- 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
- Partner with the Managing Director, Development 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



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- 3+ years of grant writing experience that shows a progression of responsibility, portfolio growth, and success
 - Experience coordinating grant writing and application processes and deadlines, including collaborating with program and finance teams to align program elements and budgets with grant guidelines
 - Experience working with Salesforce or similar platform, and background of learning various new technologies to support work
 - Continuously strive to create a culture of inclusion through continuous listening, committing to share and learn from our experiences, fostering a nurturing workplace and workforce that accepts our values, and celebrating the diversity of our staff
 - Strong written and verbal communication skills as well as project management experience
 - *Preferred*: experience with fundraising for education programs and/or policy & advocacy work
 - *Preferred*: experience with non-profit grant writing in Oklahoma, New York and California

PERSONAL CHARACTERISTICS & NECESSARY COMPETENCIES:

- Demonstrated outstanding writing, editing, and proofreading skills, including the ability to prepare materials in various mediums for different audiences, purposes, and communication channels
- A deep commitment to and passion for Generation Citizen's mission
- Passion for impactful storytelling that respects the diversity of our communities, with particular attention to the nuances of representation along spectrums of identity and political affiliation
- Ability to problem solve and manage multiple work streams simultaneously in a fast-paced environment
- Process-oriented and capable of implementing and maintaining strong systems
- Strong written and oral communication skills and ability to maintain professionalism with diverse stakeholders
- Commitment to diversity, equity, and inclusion especially as it relates to supporting equitable and inclusive organizational communications
- A strong relationship-builder, empathetic listener, and giver and receiver of direct and supportive feedback in order to connect 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
- Comfort using technology and platforms such as Google Docs/Sheets, MS Office applications, Canva, Hootsuite, and other social media platforms

HOW TO APPLY:

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

While the hiring timeline is subject to change, the GC team hopes to have our new Manager, Grants in place as soon as possible. We encourage applicants to submit their applications early.

Salary range: \$50,000 to \$75,000*

*Salaries vary based on geographic location