

# Grant Manager-Pt

New York Early Childhood Professional Development Institute

Brooklyn, NY

Other

Part-time

Hybrid

\$38.00 - \$42.00 an hour

Posted on January 27, 2023

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## Job Description

The Grants Manager will help advance fundraising activities with thoughtful and strategic management of the Institute's giving portfolio, which includes government, foundation, and corporate support. Reporting to the Director of Operations and Special Projects, this position collaborates with key internal stakeholders and develops relationships with funders. With a focus on proposal and report writing, the Grants Manager will oversee pre- and post-award activity from initial identification and submission to ensure effective, timely reporting. The Grants Manager will be responsible for managing deadlines, maintaining donor records, and developing an understanding of the Institute's programs to communicate impact and need. The ideal candidate has a background in institutional fundraising and the ability to work independently and as part of a team.

## Responsibilities

### Proposal and Reporting

- Manage pre- and post-award activities: write proposals, reports, letters of interest, and other correspondence
- Collaborate with Director of Communications to provide timely and compelling impact narratives
- Track all prospective, pending and current grants to ensure spending, reporting and implementation are completed as proposed
- Assist in implementing a stewardship program for foundation, corporate, and government funders

### Relationship Management

- Build productive relationships with project directors across programs and serve as the primary liaison to ensure compliance with organizational and funder standards for grants/gifts

## **Research**

- Research and identify grant opportunities that support Institute programs and initiatives; match goals and priorities with grant opportunities

## **Other Duties**

- Assist with the maintenance of the internal tracking system for the grants calendar; input all annual deadlines for reports, renewals, and proposals
- Maintain fundraising database

Perform other duties as assigned

## **Qualifications**

### **Minimum Qualifications**

- Associates Degree with 4-5 years of relevant grant management experience

OR

- Bachelor's Degree with 2-3 years of relevant grant management experience
- Excellent writing, copy editing, and research skills required, with strong attention to detail
- Self-motivated with high follow-up and responsiveness
- Able to work both collaboratively and independently with a high degree of accuracy
- Experience working with a diverse community of staff, partners, and external constituents
- Tech savvy with proficiency using Microsoft Word, Excel, Outlook; proficient in online communication tools such as Microsoft Teams

### **Preferred Qualifications**

- Experience with Microsoft 365 cloud-based software
- Knowledge of CRM systems i.e. Salesforce, Raiser's Edge, etc.

## **Physical Requirements**

- This position will operate in a hybrid remote and on-site capacity. Laptop may be provided if needed to support working remotely.
- While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 20 pounds), bending, reaching, and sitting for prolonged

periods of time. Reasonable accommodations will be made for employees with disabilities or other needs per RFCUNY policies.

- As of May 27, 2022, all candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law and criteria. Being fully vaccinated is defined for this purpose as two weeks after a final dose in primary series of an authorized COVID-19 vaccine (example: two weeks after the second dose of a two-dose vaccine such as Moderna or Pfizer, or two weeks after a single dose vaccine such as Johnson and Johnson). Final candidates must be fully vaccinated as of their first day of employment. Newly hired employees will be sent an email with instructions on how to upload their vaccine information on the Research Foundation portal.

### **How to Apply**

Provide a resume and cover letter specifying your qualifications, experience, and interest by applying to this position using this link <https://www.rfcuny.org/careers/postings?pvnID=VA-2301-005360>

### **EEO**

We are committed to enhancing our diverse academic community by actively encouraging people of all race, color, religion, gender, gender identities or expressions, sexual orientation, national origin, genetics, disabilities, age, or protected veteran status to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. The Research Foundation of the City University of New York is an Equal Opportunity/Affirmative Action/Americans with disabilities act/E-Verify employer.

### **Application Instructions**

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