



POSITION: Grant Manager (Reports to Vice President of Development)

DEPARTMENT: Development

WAGE/FLSA: \$61,000 - \$66,000/year plus benefits – Full Time – Exempt

YWCA Greater Pittsburgh offers a generous and competitive benefits package including:

- Medical, dental and vision benefit options
- Paid life insurance
- 10 paid holidays
- Up to 26 days of paid time off (within first year of employment)
- Employee assistance program
- 403 B
- Professional development opportunities

JOB SUMMARY: Reporting to the VP of Development, the Grant Manager supports the goals of the Development Department by leading and implementing the grant submission and reporting process for foundation and corporate grants. The position currently raises approximately \$700,000 in private revenue and is expected to grow private foundation and corporate foundation revenue to \$2,000,000 in the next three years. The Grant manager directly supervises the Development Coordinator and contracted Grant Writer. The Grant Manager plays an administrative support role for public contracts and fee for service proposals and reports. This position actively participates in the creation of department fundraising goals; identifies and cultivates new revenue sources; and supports the Finance and program departments throughout the grant writing and reporting process. The Grant Manager supports positive relationships and collaboration internally with program departments and externally with the funding community to maximize visibility and collaboration for YWCA Greater Pittsburgh (YWCA GP).

Interested individuals can apply at:

<https://recruiting.paylocity.com/recruiting/jobs/All/88e5aa3f-3f08-4780-a497-77b5d386b97e/Young-Womens-Christian-Association-of-Pittsburgh>

ESSENTIAL JOB FUNCTIONS:

Foundation, Public, Corporate Fund Development

- Independently identify potential foundation, corporate, and public funding opportunities and make researched and informed funding recommendations to the VP of Development, VP of Programs, and CEO.
- Lead and manage all foundation and corporate funding requests to meet revenue targets. The current revenue target is approximately \$700,000 annually. This position is expected to grow these sources of revenue to \$2,000,000 annually over the next three years:
 - Research grant requirements.
 - Write/prepare persuasive and accurate proposals with program director input to meet overall organizational goals.
 - Provide relevant proposal financial information to help the program director create the budget.
 - Submit quality proposals and reports by stated deadlines, planning time for all team members to contribute by managing and utilizing the Outlook grants calendar.
 - In collaboration with the VP of Development, interview foundation staff to determine submission strategy and schedules for foundation site visits. Directly represent YWCA with established funders and in the absence of the VP of Development.
- Track grant reporting obligations: with program director input, prepare/submit reports by stated deadlines.
- Collaborate with VP of Programs and program directors to submit proposals for public funding and corresponding reports using the same process used for private foundations.
- Use the grant management process to collaborate with the Senior Team and program directors. Proactively identify opportunities for program collaboration, process improvement, program growth, and other ways of innovation.
- Provide regular updates to VP of Development on fund development opportunities, proposals, reporting, and recommended follow-up.
- Collaborate with VP of Programs, program directors, and Manager of Program Evaluation and Data Analysis to ensure data collection and analysis aligns with YWCA GP strategic goals and funding requirements.
- Collaborate with VP of Development, CEO, and Corporate Partnerships Manager in stewardship of key foundation and corporate partner relationships as outlined in major donor strategy, including the submission of sponsorship and EITC proposals to corporations.
- Partner with Communications Manager to develop and implement strategies for ongoing communications (stewardship) with current and prospective foundation, public, and corporate funders.
 - Integrate YWCA voice, imagery, and focus regarding fund development communications.
 - Integrate project-specific stories and photos of YWCA program participants.
 - Define targeted opportunities for communicating with specific funding sectors (e.g., sharing housing families' achievements with appropriate funders).

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- Prepare and send acknowledgments of grant support received.
- Draft informative, succinct, action-specific summaries for Board members and staff in preparation for fund development calls.
- Develop, monitor, and update annual YWCA GP grant calendar.
- Ensure accuracy and completeness of foundation, public, and corporate contacts/communications in Department's electronic database and paper files.
- Maintain and renew EITC approval.
- Continued professional development to support YWCA GP as a forward thinking and innovative partner to its funders and our community.

Supervision

- Supervises and coaches the Development Coordinator to set and meet performance goals. Conducts annual review and coaching to lead the Development Coordinator in the management of the donor and volunteer databases.
- Supervises and coaches contract Grant Writer as needed to submit proposals and reports. Recruits, manages, and retains contract grant writers as needed.

General

- Support Development Department special events as appropriate such as the Equity Awards, Board Breakfast, and board friend raisers.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

- Strong commitment to the mission of eliminating racism and empowering women demonstrated through previous professional or volunteer efforts.
- Bachelor's Degree, Master's Degree preferred in a related field such as public policy, business, or social work.
- Five to seven years of Grant Management, Grant Writing, or Fund Development experience including: experience in research, grant writing, program evaluation, funder communications, and public dissemination of information through print and electronic communications.

KNOWLEDGE AND SKILLS:

- Exceptional writing skills and the ability to adapt writing style to fit the audience.
- Very detail oriented and able to balance multiple deadlines.
- Ability to analyze funding opportunities, identify best fits with YWCA programs, and follow-through with organized, concise, and timely communications.
- Values a team-based workplace and able to foster a positive working environment that encourages and supports team contributions to grant proposals and reports.
- Proficient in analyzing and presenting data; ability to assess and use external research, fundraising, financial, and program data to build case for support.
- Must be a strategic thinker, problem solver, and strong communicator.

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- Ability to create opportunities that have a positive impact on YWCA performance.

ABOUT YWCA GREATER PITTSBURGH:

Founded in 1867, YWCA Greater Pittsburgh is a member of a nationally recognized movement with a mission to eliminate racism, empower women, and promote peace, justice, freedom, and dignity for all. As a social justice organization, we have a deep commitment to tackling gender inequities and systemic racism; particularly in the places where these systems intersect. We provide direct services, empowerment programming, and advocacy to support individuals and families, especially women and girls of color. We strive to become a model nonprofit workplace for a diverse workforce, ensuring that all staff members are paid a living wage and offered competitive benefits, and meaningful opportunities for professional development and career advancement.

MISSION IMPACT:

YWCA Greater Pittsburgh's Development department raises funds and guides the public profile for our organization, working closely with every department to pursue and secure foundation, corporate, and public funding opportunities to support YWCA's programs and mission. We drive the organization's communication and marketing efforts, helping to increase donor engagement, grow our visibility, and draw attention to advocacy issues that benefit the women, families, and communities we serve.

Equal Employment Opportunity Policy: *YWCA Greater Pittsburgh will not discriminate against any applicant or employee on the basis of age, sex, sexual orientation, race, color, creed, ethnicity, origin, or citizenship, disability, military or veteran status or any other legally recognized protected basis under federal, state, or local laws, regulations, or ordinances. Applicants requiring reasonable accommodation to the application should notify a representative of the Human Resources Department.*

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