



POSITION: Grant Manager

DEPARTMENT: Development

PAY RATE: \$50,000 to \$54,500 plus benefits

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: The Grant Manager supports the goals of the Development Department by leading and implementing the grant process for foundation grants and supervises data management for the department. The Grant Manager plays an administrative support role for public grants and fee for service. 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 supervises the Development Coordinator in managing the donor database, volunteer database, and departmental administrative functions. 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.

ESSENTIAL JOB FUNCTIONS:

Foundation, Public, Corporate Fund Development

- Manage all foundation and corporate funding requests to meet revenue targets:
 - Research grant requirements.
 - Write/prepare persuasive and accurate proposals with program director input to meet overall organizational goals.

Interested individuals can submit a cover letter, resume, and writing sample at:

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

- 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.
- Help VP of Development interview foundation staff to determine submission strategy and schedules for foundation site visits.
- Research potential foundation, corporate, and public funders to identify funding opportunities.
- Track grant reporting obligations: with program director input, prepare/submit reports by stated deadlines.
- Provide regular updates to VP of Development on fund development opportunities, proposals, reporting, and recommended follow-up.
- Coordinate with Chief Program Officer, program directors, and Manager of Program Evaluation and Data Analysis to ensure data collection and analysis aligns with YWCA strategic goals and funding requirements.
- Support VP of Development in stewardship of key foundation and corporate partner relationships as outlined in major donor strategy.
- 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 client achievements with appropriate funders).
 - 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 grant calendar.
- Ensure accuracy and completeness of foundation, public, and corporate contacts/communications in Department's electronic database and paper files.
- Maintain and renew SAM registration and EITC approval.
- Continued professional development to support YWCA as a forward thinking and innovative partner to its funders and our community.

Supervision

- Provide supervision and support to the Development Coordinator to ensure accurate record keeping in the donor database and volunteer database.

General

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

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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.
- Three (3) years Fund Development or External Relations 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.
- 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, gender identification, gender expression, race, color, creed, ethnicity, origin, lineage or citizenship, disability, marital status, military or veteran status or any other legally recognized protected basis under federal, state or local laws, regulations or ordinances. Applicants requiring reasonable

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accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

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