Grants Manager

Do you believe in the power of transformative relationships for girls? Are you ready to impact the Greater Boston community one girl at a time? If you answered yes, and the idea of being part of a collaborative, performance-driven, focused team excites you then join us! At Big Sister Association of Greater Boston, we have been helping girls reach their full potential through positive mentoring relationships with women since 1951. We are the largest mentoring organization in Greater Boston exclusively serving girls and an award-winning affiliate of Big Brothers Big Sisters of America.

Big Sister Boston is seeking a strong project manager and writer to manage our overall institutional funding efforts. This is a great opportunity for those eager to use their writing and project management skills to build a connection with funders and secure essential support for Big Sister Boston’s programs and mission. The Grants Manager is a key member of the Development team, and by making a strong case for our programs to institutional funders, helps to raise over a third of our operating revenue each year.

Responsibilities include writing and managing all corporate and foundation grants and reports, collaboration with other departments on needed materials, maintaining a full calendar of grant reports and proposals to reach a $1.2 million goal, and researching and recommending new funding opportunities. The Grants Manager is a key member of the development team and collaborates with all members to develop, steward and maintain relationships with a range of external stakeholders. The successful Grants Manager is someone who can make an impactful case for support in writing, manage multiple deadlines at once and has experience working across departments to ensure successful submission of grants and reports.

Big Sister is committed to hiring staff who reflect the diversity of the communities we serve. **Candidates of color, multilingual and multicultural candidates are strongly encouraged to apply.** If you are interested in working at a well-established, dynamic and supportive organization committed to serving girls, please apply.

**Responsibilities:**

- Manage all aspects of Big Sister’s corporate, foundation and government grants process
- Project manage individual grant and report submissions, including creating a plan for each submission with clear deadlines and deliverables
- Maintain calendar of key dates for application submission, reporting and cultivation activities in Salesforce database.
- Cultivate, develop and manage relationships with a network of grant-making institutions
- Work closely with Chief Executive Officer and Chief Development Officer to develop, steward and maintain relationships with key individuals
- Perform prospect research on foundations and corporations
- Manage all aspects of on-site funder visits, including scheduling, preparing staff and follow up
- Work with internal committee to manage grant performance
Support Associate Director of Development in creating annual funding projections

Qualifications:
- At least two years of experience in grant writing, project management or transferable experience
- Demonstrated analytic and problem-solving skills; ability to make informed recommendations to management
- Excellent at organizing, managing and completing multiple complex projects and tasks simultaneously with thoroughness, accuracy, timeliness
- Positive, collaborative mindset; ability to work in collaboration with diverse groups of people
- Written and oral communication skills that are effective with a diverse range of audiences including board members, volunteers, internal staff, donors, executives, and potential funding partners
- Proficient with the latest versions of Microsoft Word, Excel, and PowerPoint
- Working knowledge of Salesforce or similar CRM database
- Ability to support fundraising activities that occur on weekends, evenings, or early weekday mornings

Reports to: Associate Director of Development

Language Skills: Written and oral fluency in English
Start date: Immediately
Location: Big Sister Association Offices, 20 Park Plaza, Boston, MA
Compensation: $50,000-54,000. Full-time, exempt position. Comprehensive benefits package including paid time off and health benefits.

Please send cover letter and resume with subject line Grants Manager to: hr@bigsister.org. Please attach your cover letter and resumé as a Word document or a PDF.

Big Sister Association of Greater Boston is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, sexual orientation, nationality, ability, age, gender identity or gender expression or any other characteristic protected by federal, state or local laws.