Grants Manager

Sociedad Latina is a mid-sized, Latino-led youth development organization located in the Mission Hill/Roxbury neighborhood of Boston. Our mission is to work in partnership with youth and families to create the next generation of Latino leaders who are confident, competent, self-sustaining, and proud of their cultural heritage. For more than 50 years, Sociedad Latina has served Latino youth and the community of Boston, pioneering new and innovative solutions to end the destructive cycles of poverty, health disparities, racism, and lack of educational and professional opportunities in our community.

We are seeking a dynamic Grants Manager to join our Development Team, charged with advancing the organizational mission by securing resources, increasing visibility, and crafting a compelling case for support. This position provides an exciting opportunity to solicit institutional funders, cultivate individual donors, implement special events, build supervision skills, and coordinate the organizational evaluation plan. S/he will report to the Executive Director, supervise two Development Associates, and work closely with the Board of Directors, Leadership Team, and the entire staff. This is a full-time (40 hours/week) position with benefits.

Responsibilities

Institutional Giving

- Plan and implement strategies for the cultivation, solicitation, and stewardship of foundations, corporations, and government agencies.
- Write and submit high-quality letters of intents, proposals, and reports to institutional funders, meeting internal and external deadlines. Secure new and multi-year funding.
- Supervise two Development Associates. Review and approve the submission of Development Associates’ proposals and reports.
- Conduct grants research to identify new prospects. Maintain comprehensive knowledge of programmatic areas in order to effectively identify and solicit grants.
- Liaise with program staff to develop proposal and report content and to deepen understanding of program activities, service model, and best practices.
- Acknowledge all corporate and foundation grants in a timely manner.
- Support with other fundraising activities as needed, including individual donors, event sponsorships, and a capital campaign.
- Develop and maintain fundraising plan and issue board reports twice a year for Board of Directors and Leadership Team.

Updated June 2017
Evaluation & Reporting

- Coordinate the organizational Evaluation & Reporting plan and update annually.
- Collaborate with Program Director to collect and analyze demographic, enrollment, and assessment results on a quarterly basis.
- Create tools to share impact and tell Sociedad Latina’s story to funders, partners, and other supporters.
- Ensure external reporting requirements are met.
- Build staff capacity to effectively evaluate and report on programmatic activities.

Marketing & Communications

- Supervise Development Associates that are responsible for the organizational Marketing & Communications plan.

Qualifications

- Bachelor’s degree required; advanced degree preferred
- 3 years of experience in the fundraising and grant writing, including a track record of successful six-figure and multi-year grant awards
- Excellent written and verbal communication skills, including attention to detail, clarity of expression, and familiarity with proposal structure/language
- Experience with evaluation, database management, and assessment tools
- Strong organizational and project management skills, including the ability to handle multiple tasks fluidly and efficiently
- Creativity, resourcefulness, and initiative, as well as motivation to learn and develop new skills
- Ability to work independently in a fast-paced, deadline-driven environment
- Demonstrated commitment to Sociedad Latina’s mission of partnering with Latino youth and families

To Apply

Send a resume, cover letter, and two grant writing samples to Maria Grande, Development Manager, at mariag@sociedadlatina.org. Applications will be reviewed on a rolling basis. No phone calls, please.

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