



TITLE/POSITION: Grants Manager
DEPARTMENT: Fund Development
DATE: Spring 2021

Junior Achievement is the world's largest organization dedicated to giving students the knowledge and skills they need to own their economic success, plan for their future, and make smart academic and economic choices.

Junior Achievement of Central Carolinas, located in Camp North End, works with corporate and community volunteers to deliver curriculum-based programming. The relevant, hands-on experiences give students from kindergarten through high school knowledge and skills to increase their likelihood of experiencing career success, starting a business and positively navigating economic mobility. Visit JAcarolinas.org for more information.

POSITION DESCRIPTION:

The Grants Manager is responsible for managing overall grant efforts to support Junior Achievement of Central Carolinas' annual revenue goals. The Grants Manager will be responsible for researching, preparing, writing, submitting, and tracking grant proposals to private foundations, corporations, public agencies, and other funding sources. Responsibilities also include cultivating and stewarding new and existing funder relationships. As a member of the Fund Development Team, the Grants Manager reports directly to the Senior Manager of Development and Partnerships.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Contributes to the Fund Development department's annual revenue goal by managing the holistic grant portfolio - research, identification, proposal writing, submission and evaluation reporting - ensuring continued alignment with organization priorities and funder interests/requirements.
- Identifies and researches new funding opportunities at local, regional, state and federal levels that align with organization priorities and works with Leadership to prioritize applications.
- Leads all grant proposals from determining concept, to writing and editing drafts to final internal approval and submission in partnership with Leadership.
- Creates strong partnerships with internal teams to understand organization priorities, studies requests for proposals and attends strategy meetings to make connections between funding opportunities and identified needs.
- Partners with internal teams to craft proposals: written narratives, determine outcomes, measurement tools, budget, spending plan, timetable and evaluation.
- Leads and coordinates with internal staff to ensure all necessary grant documents, including, but not limited to, grant-specific budgets, hard copy signatures, required forms, etc., are created and obtained in a timely manner for submission.
- Meets proposal deadlines by establishing priorities and target dates for information gathering, writing, editing, review, approval, submission and holistic cycle reporting.
- Partners with internal teams to collect outcomes for evaluation reporting, craft evaluation narratives and execute timely submissions.
- Manages grants pipeline, clearly demonstrating upcoming opportunities, deadlines, grants awarded, grant evaluations and all reporting requirements.
- Analyzes and reports on grant portfolio and pipeline to team and senior leaders.
- Develops strong funder relationships through stewardship of funder requirements and regular sharing of impact.
- Participates in efforts to stay abreast of current research, emerging best practices, and community discussions in the fields of financial literacy, career-path readiness, economic mobility and other issues that align with Junior Achievement.

QUALIFICATIONS:

To be successful, you should be capable of working cross functionally to shepherd grants management processes and practices while ensuring the execution of grants. You balance strong analytical skills with the soft skills required to handle partners priorities. Additionally:

- Bachelor's degree (B. A.) from four-year college or university in Communications, Public Relations, Marketing or related field
- 3+ of years of progressive nonprofit fundraising experience and a basic understanding of foundation-specific regulations
- Demonstrated ability to effectively write grants and manage a grant portfolio
- Exceptional organization and project management skills, with the ability to independently coordinate and lead multiple projects simultaneously
- Proficiency in using Microsoft Office as well as in donor databases and research tools to aid in the identification and cultivation of prospective funders
- Ability to meet revenue goals while prioritizing relationships over transactions
- Excellent writing, editing and verbal communication skills
- Confidence to ask pertinent questions to grasp concepts quickly and think beyond specific tasks
- Ability to manage your time efficiently and multi-task in a fast-paced environment
- Flexible, open, positive, and collaborative personality

SCHEDULE AND COMPENSATION:

This is a salaried position with a compensation package that includes generous paid time off, medical benefits and additional workplace benefits. Regular work hours are 8:00am-4:30pm (minimum 37.5-hour work week), however fulfilling responsibilities and meeting goals may require additional hours. This position works from the administrative offices at the TowneBank Opportunity HQ in Charlotte, North Carolina. Occasional special event support will be required on some weeknights.

PYSICAL REQUIREMENTS:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to: sit, walk, occasionally required to reach with hands and arms, continually required to talk or hear, occasionally required to bend, lift, or climb, frequently required to lift and carry light weights (25-50 pounds), and specific vision abilities include: close vision, distance vision, and ability to adjust or focus.

Junior Achievement of Central Carolinas is an equal opportunity employer.

TO APPLY: Please send resume and cover letter to hr@jacarolinas.org. Salary requirements MUST accompany cover letter. Applications will be accepted until April 30, 2021 and will remain on file for 60 days.