Position: Grants Manager

Posting Date: 7/17/2023

Reports to: Chief Development Officer

Hiring Range: $60,000-$68,000

BACKGROUND
Blessings in a Backpack (Blessings) mobilizes communities, individuals, and resources to provide food on the weekends for school-aged children across America who might otherwise go hungry. Each week of the school year, Blessings and its volunteers and partners send a bag of food home with children who, during the week, are fed by the free and reduced-price meal program.

During the 2021-2022 school year, 3.1 million bags of food were distributed to feed kids on the weekend across the country.

POSITION SUMMARY
Reporting to the chief development officer (CDO), the grants manager leads the development, management, and reporting of all grants for the national Blessings in a Backpack team. This position will research, identify, create, and submit compelling grant proposals and cultivate relationships with current and potential foundation and corporate partners. The grants manager will execute best practice stewardship and track all moves in Blackbaud's Raisers Edge NXT. This role will expand and diversify Blessings in a Backpack's donor base/pipeline and work closely with the CDO and other national team members to secure funding for new initiatives. Additionally, this position will be critical in supporting short and long-term goals and priorities. This is a fully remote, exempt position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Identify, prepare, submit, and track compelling funding requests to corporate and foundation grant opportunities.
- Collect required documentation and financials for grant submissions.
- Research new grant opportunities and conduct prospect research on foundations, corporations, and high-net-worth individuals.
- Establish and manage a comprehensive process for timely and accurate grant evaluation, quality compliance, project and program fulfillment and reporting to funders.
- Create and maintain an efficient and effective grant tracking and reporting system that aids the financial grant efforts of Blessings in a Backpack.
• Maintain rigorous funder records in RENXT and implement an organized system of communications to steward grant partnerships regarding awards and the management of funders’ requirements for recognition.
• Work with other members of the Blessings in a Backpack staff to collect impactful, inspiring stories of success to use in grants and stewardship efforts.

Other Leadership Responsibilities
• In partnership with the CDO and national development team, participate in the budget development process.

BASIC QUALIFICATIONS
The ideal candidate will be a proactive leader and strategic thinker with a proven fundraising and donor relationship management track record.
• Bachelor's degree required.
• 5+ years of experience in writing grants.
• Knowledge of nonprofit fundraising best practices.
• Creative, inspirational writer.
• Proven record of accomplishment in securing gifts through the grant writing process.
• Experience in developing and implementing a strategic approach for prospecting, identifying, soliciting, and stewarding donors including corporations and foundations.
• Demonstrated commitment to accountability, measuring outcomes, and a results-oriented culture with the ability to gather and analyze data.
• Knowledge of donor databases and proficiency in Microsoft Office programs.
• Ability to handle and prioritize multiple projects while maintaining attention to detail.
• Sound judgment, professionalism, and a positive attitude.
• Resourcefulness, creativity, and strong problem-solving skills
• Commitment to diversity, equity, and inclusion; diplomacy; and the ability to honor confidentiality.
• Passion for the mission to make an impact on the lives of food-insecure children in a fast-paced, entrepreneurial environment.

PREFERRED QUALIFICATIONS
• Fund development experience in an organization with a national/chapter or affiliate structure
• Knowledge of Raisers Edge donor database

BENEFITS
Medical Insurance, Dental Insurance, Vision Insurance, Life Insurance, Short-Term Disability Insurance, Paid Time Off, Paid Holidays, Paid Winter Break, Summer Fridays, FSA Plan, 403(b) Plan

While it is preferred that the candidate is in the greater Chicago region, a remote location is an option.

Interested individuals should send a cover letter and resume to carolb@blessingsinabackpack.org
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