



Center for Independent Futures

Job Title

Development Manager of Grants and Foundations

Job Summary

The Development Manager of Grants and Foundations is the key point person on all grant activity for Center for Independent Futures (CIF) and is responsible for:

- Researching potential grant funding,
- Writing and submitting grant proposals according to requirements,
- Managing grants to ensure that grant requirements are met, and
- Stewarding existing grantors and developing new grant leads

The Development Manager of Grants and Foundations reports to the Director of Development.

Responsibilities

Grant Research

- Researches and evaluates prospective grant opportunities to support CIF's mission and strategic growth utilizing grant research tools such as Instrumentl, Foundation Directory, and Candid/GuideStar.
- Researches community needs to be addressed through grant funding. Cites relevant statistics and studies, as well as demonstrated needs within the community and among those to be served.
- Conducts targeted prospect research to identify new funders and grow the number and breadth of grant funders to ensure that CIF maintains a robust, diverse group of funders.

Grant Writing

- Writes grant proposals to pursue family, community, and corporate foundations, sponsorship opportunities, municipal, state, and federal grants, and other funding opportunities.
- Writes interim and final grant reports to funders and manages grant calendar to ensure timely submission of proposals and reports. Tracks proposal submissions and conducts administrative duties for grant submission.
- Engages with schools, disability, and other organizations in developing collaborative grant proposals and projects.

Grant Management and Reporting

- Collaborates with the Finance team on reporting, budgets, and other administrative functions to ensure the successful execution of the grant process.
- Engages staff in identifying project outcomes for grant reporting.

- Prepares and submits reports as required under the terms of grant agreements or as requested, working with direct service, consulting, and administrative staff to ensure accurate reporting of CIF's progress and metrics.
- Updates and maintains electronic records of funder interactions, such as grant agreements, report requirements, grant process deliverables, documentation of calls and meetings, and contact information.
- Participates in CIF's Development Committee to gain knowledge about strategic development initiatives and to provide grant information and progress reports. Provides grant status reports to CIF Board of Directors and management.

Grant Development

- In collaboration with the Development Director, develops an annual plan each fiscal year to maintain and increase grant funding aligned with CIF's strategic plan and in support of CIF's mission and vision.
- Develops and nurtures relationships with foundations and corporations.
- Stewards existing funders toward renewal applications through sound grants management in accordance with grant agreements.
- Engages staff in grant brainstorming to identify funding and program needs.

Qualifications

- Excellent communication skills including written communication that is inclusive and story-telling to present information in a compelling manner. Proficiency in using document creation software in both the Microsoft and Google software suites.
- Strong analytical, strategic thinking, organization, and time management skills.
- Excellent interpersonal skills and ability to work with diverse groups of people.
- Good judgment of appropriateness and ability to learn, communicate and represent CIF's mission and vision, services, policies, and brand.
- Ability to coordinate multiple tasks, focus on details and work independently.
- Work experience in nonprofit organization grants writing and management. Preference for work experience in the disability sector.
- Bachelor's degree. Preference for a degree in a related field.

Work Schedule

Job is a part-time, hybrid position and at least fifty-percent of work hours must be worked in the office.