



Inspiring all girls
to be strong,
smart, and bold

Girls Inc. of Lynn Job Description

JOB TITLE:	GRANT WRITER AND PARTNERSHIP MANAGER
DEPARTMENT:	DEVELOPMENT
REPORTS TO:	DIRECTOR OF DEVELOPMENT
SUPERVISES:	NONE
STATUS:	EXEMPT

Girls Inc. of Lynn seeks a Grant Writer and Partnership Manager to join our team. The Grant Writer and Partnership Manager will be responsible for supporting the organization's fundraising goals by being responsible for the grant process, including but not limited to researching and identifying new prospective donors, writing grant proposals, reports and cultivating positive relationships with funders. This position is an excellent opportunity for someone with attention to detail, is creative, and desires to inspire all girls to be strong, smart, and bold.

Girls Inc. of Lynn, a nonprofit organization, has been operating programs and advocating for girls since 1942. As a member of a National organization, our comprehensive, intentional after-school and out-of-school day programming focuses on developing the whole girl. A combination of long-lasting mentoring relationships, a pro-girl environment, and research-based programming equips girls to lead fulfilling and productive lives, break the cycle of poverty and become role models in their community. We inspire 1500 girls ages 5-18 to be strong, smart, and bold in our in-school and out-of-school-time programs.

RESPONSIBILITIES:

- Work with Executive Leadership and Development Team to support the fundraising and development plan that supports the implementation of Girls Inc.'s strategic goals.
- Research, prepare, submit, and manage a consistent, year-round pipeline of LOIs, proposals, presentations, briefings, and progress/impact reports to local, state, federal, individual, corporate, and foundation funding sources.
- Write and edit clear, accurate, and persuasive funding requests, including letters of inquiry, concept papers, proposals, reports, and grant applications tailored to each funder's areas, mission, specifications, and deadlines. (This includes a current portfolio as well as new opportunities).

- Coordinate the grant process from identification to submission, including production of proposal materials, such as cover letters, narratives, application forms, project budgets, board & staff lists, and other items requested by the funder.
- Assemble all relevant components of proposals and ensures that a Girls Inc. proposal submission complies with all proposal parameters and detailed requirements for each funder.
- Collaborate with Program and Finance Team to request supporting information and documentation, such as program budgets, and translate that information in a way that will persuade the donor.
- Work with designated program staff to understand funding allocated to programs, understand program developments, and update proposals and reports accordingly.
- Support grant management activities for secured grants, including documenting and communicating, reporting requirements, tracking correspondence with funders, producing grant progress reports, and keeping up with funder reporting requirements and action items.
- Establish timelines and coordinate with staff to complete the collection of relevant data/information for proposal content, internal routing and approvals, and submission to funding sources.
- Meet proposal deadlines by adhering to systems and timelines for the different phases of proposal creation, including information gathering, writing, review, approval, and transmittal.
- Manage a grants calendar that captures deadlines and includes a schedule for prospecting, writing, and submitting proposals, and preparing impact reports.
- Notify Girls Inc. Team when grants are awarded and communicate all relevant information, including award amount, dates, budgets. Notifies Girls Inc. Team when grants are denied.
- Update grant/donor database with all grant-related communications such as awards, declines, grant due dates, report dates, communication with funders.
- Manage social media post as required by funders.
- Manage and steward relationships with foundations, associations, and other funders as directed.
- Work closely with funders to define proposal and report strategies.
- Assist the Director of Development and Executive Director in representing Girls Inc. externally with significant foundation funders and foundation prospects during meetings and site visits.
- Develop presentations, research reports, survey reports, and documents to secure new funding and reporting to stakeholders.
- Frequently review youth development research and include relevant facts and statistics to craft compelling and current issue statements.
- Standardize our grants approach by developing and using effective templates, creating consistency in our data and language, and building a powerful set of stories and impact examples.
- Oversee all Development and Communications records, including electronic and paper copies of grant/proposal submissions.
- Provide writing support to the Director of Development as needed.
- Participate in weekly grants meetings to provide updates on submission, award, and prospecting statuses.
- Assist the Development Team with events, including cultivation and Annual Celebration.
- All other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree or equivalent combination of education and experience
- 2+ years of grant writing experience.
- Excellent persuasive written and verbal communication skills, including the ability to proofread and draft high-quality documents.
- Exceptional organizational skills. Ability to manage concurrent projects and deadlines and identify priorities in a fast-paced, high-volume, results-oriented work environment.
- Strong research skills.
- Strong attention to detail, particularly concerning funder specifications and deadlines
- Solutions-oriented and resourceful self-starter who shows determination to solve problems and can work independently and as part of a team.
- Strong analytical skills, including synthesizing financial information and program data and communicating conclusions through writing and speaking.
- Proficiency in Microsoft office, on-line applications, database management and research data search tools.
- Ability to periodically attend select community events occurring outside of regular working hours (e.g., mornings, evenings and occasionally weekends).

COVID-19 CONSIDERATIONS:

- Remote interviews process.
- All employees, interns, vendors, girls, and guests are required when in the building to wear a face mask, social distance, and practice good hand hygiene, have temperature taken and complete health form.
- Sanitizing, disinfecting, and cleaning procedure in place.

Girls Inc. of Lynn is an equal opportunity employer. The position is an exempt position with a salary of \$50,000. Hiring is contingent on a satisfactory background check including a CORI.

Qualified candidates may submit a letter of interest and resume to dcrotty@girlsinclynn.org.

