

Grants Project Manager

Core Functions

- Manage, schedule, and coordinate staff work for outreach to prospective funders, grant proposals, grant deliverables and grant reports.
- Be part of a vibrant national team striving to make sure that all children and youth have access to high quality afterschool programming.
- Lead research efforts and scheduling of outreach to current, prospective and former funders.

Classification

Exempt, Full time Employee

40 hours per week

Summary

The Grants Project Manager position provides an excellent opportunity to gain significant experience in the nonprofit field as part of a fast-paced, well-functioning team driven by a mission to help young people and families thrive with the support of high quality afterschool programs. The Grants Project Manager will:

- Work with and support the Executive Director and Management Team on all aspects of fundraising activities, from strategizing to managing prospect outreach to proposal development
- Manage grant proposals, grant reports and grant deliverables
- Coordinate grant processing from proposal through final report
- Oversee filing system for all development related work
- Research prospective donors and sources of revenue, most notably foundations and corporations.
- Develop calendar and schedule communications for outreach to current, former and prospective supporters.

Knowledge, Skills and Abilities

- Experience with afterschool/demonstrated support for mission preferred
- Strong writing, research, and editing skills
- Highly detail oriented
- Comfortable producing a variety of written content, ranging from blog posts to formal reports
- Ability to manage up and work across teams
- Highly organized and responsible
- Possess strong communication skills
- Demonstrated ability to work well independently and as part of a team
- Ability to multitask, identify priorities, and meet deadlines

Qualifications

- Bachelor's degree required
- Strong passion and commitment to the out of school learning space and youth development
- Excellent writing and research abilities
- Three professional references

Travel As necessary

**Knowledge, Skills
& Abilities**

- Proficiency with Microsoft Office required (Word, Excel, Outlook and PowerPoint)
- Familiarity with online project management systems
- Knowledge of education policy issues preferred
- Nonprofit or philanthropic experience preferred
- Ability to think and problem-solve creatively
- Strong project management and time management skills
- Highly organized and detail oriented
- Advanced written and oral communication skills
- Enjoy working independently and as part of a team
- Strong writing and editing skills
- Passion for serving young people and increasing access to afterschool/summer learning opportunities

Compensation and terms

Commensurate with experience. This position is supported with applicable self-funded employee benefits under 125 Cafeteria Plan provisions, including Short-Term and Long-Term Disability, 403(b) Savings Account, Life Insurance, Flexible Spending Account, Aflac plans, and SmarTrip Benefit Program. Organization provides paid leave and health benefit subsidies as listed in the employee handbook.

How to Apply

To apply send your resume, a cover letter describing your interest and qualifications for this position and three professional references to HR@afterschoolalliance.org.

*Afterschool Alliance reserves the right to update position description and responsibilities as needed.
Equal Opportunity Employer*