



Alliance for Children's Rights Grants Manager

POSITION SUMMARY:

Under the supervision of the Alliance's Chief Development Officer, and in close collaboration with the Chief Executive Officer, the Grants Manager is responsible for collaborating with staff to raise approximately \$3 million (of an approximately \$6.3 million annual organizational budget) from private foundations and corporations. The ideal candidate is a strong and compelling writer who possesses excellent organizational skills and is meticulous with details, follow up and juggling multiple deadlines and priorities. The position will interact with program staff to shape and articulate the work of the Alliance into successful grants. The Grants Manager researches prospects, develops proposals and progress reports, prepares correspondence, creates budgets, and maintains relationships with funders and program officers, keeps accurate records and timelines and ensures compliance on all grants.

ABOUT THE ALLIANCE:

The Alliance for Children's Rights protects the rights of impoverished, abused and neglected children and youth. Our lawyers, advocates and social workers, together with hundreds of pro bono attorneys and community volunteers, ensure that children have safe, permanent homes and can access the healthcare, education and financial supports that they need. We also help transition-age youth achieve self-sufficiency, and work statewide to improve child welfare practices and policies in order to remove the many barriers our clients face. Since 1992, we have helped over 150,000 children.

The breadth of the Alliance's work is impressive, and it keeps the Grants Manager job interesting and fulfilling. It includes foster care adoption; legal guardianship; education; benefits; healthcare; removing barriers for transition-age youth; policy and system-wide reform; and community training and education. In addition, the Alliance is the backbone of the Opportunity Youth Collaborative, which leverages cross-sector and community-based leadership and resources to improve pathways to education and employment for transition-age foster youth.

Charity Navigator has awarded the Alliance its highest 4-star rating for the past seven years in a row. This puts the Alliance in the top 3% of charities in the U.S. rated by Charity Navigator. The 4-star rating reflects the Alliance's sound fiscal management and commitment to accountability and transparency.

The Alliance is well known in the child welfare community for its knowledge, expertise, and accomplishments. Alliance staff members and pro bono attorneys are advocates for children who are impoverished, abused and neglected. Being the voice of children who often have no voice, and otherwise could be forgotten, is incredibly rewarding.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Lead all aspects of grant proposal, letter of inquiry, memorandum of understanding, and report writing
- Serve as liaison to funders, including answering inquiries and managing site visits
- Manage funder stewardship to cultivate relationships, including drafting compelling stories and updates
- Research funding opportunities and develop new relationships
- Generate grant revenue projections
- Partner and strategize with senior management and staff to develop proposals
- Prepare grant budgets and corresponding financial reports
- Manage execution of grant awards and track all grant deliverables
- Ensure appropriate acknowledgement of all grant awards
- Manage precise records, including grant calendar and all paper and electronic files
- Refine and manage all grant-making processes, including grant policies, systems, and documentation, incorporate best practices, and ensure excellent controls
- Work with CFO, Controller and auditor to ensure grant practices comply with audit requirements
- Supervise outside grant writers and support staff as needed

QUALIFICATIONS:

Excellent communication skills, both written and verbal are required. Five+ years of success as a grants writer or journalist. Bachelor's degree required. Must be a top-notch writer who is detail-oriented, has good organizational and computer skills, is a team player with an ability to communicate effectively. Strong project management skills. Demonstrated capacity to frame complex situations and present options. Enjoy working independently and as part of a team. Proficiency with Microsoft Office Suite required (Word, Excel, Outlook) required. Knowledge of and skilled in working with a relational database.

The Alliance for Children's Rights believes that all persons are entitled to equal employment opportunities and does not discriminate against its employees or applicants because of race, color, religion, sex, gender, national origin, ancestry, age, disability, or marital status.

The above statements are of a general nature and are intended to describe level of work being performed by people assigned to comparable positions. It is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.

The Alliance for Children's Rights offers a competitive salary and benefits. For more information about the Alliance visit kids-alliance.org.

TO APPLY: Submit a resume, along with a cover letter to:

Alliance Search
T.Rodriguez@kids-alliance.org