



TITLE: Grant Writer (Grant Manager)
DEPARTMENT: Development & Communications
REPORTS TO: Director, Institutional Giving
STATUS: Exempt

Position Overview

FPWA, a leading anti-poverty organization fighting for economic equity for all New Yorkers, seeks an experienced and dynamic Grants Manager. The Grants Manager is an essential member of a vital institutional giving team that manages all foundation, corporate foundation, and government support for FPWA.

The ideal candidate is a go-getter, passionate about people, justice, and equity for all. They are constantly searching for a better answer to big questions, are energized by engaging with others, value mutual respect in discourse, and have a natural curiosity about how to achieve goals and higher aspirations. They will have a clear and demonstrated passion for communicating FPWA's work through their writing, participating in the program development process, engaging and deepening the relationship with FPWA's funders, and expanding the universe of our funders. The Grant Writer will have a commitment to social justice, and deep experience communicating mission for the purpose of engendering investment and engagement. The preferred candidate has lived experience (preferably in NYC) and can inform the work of the organization from the perspective of those experiences.

Principal Duties and Responsibilities

- Manage a select portfolio of private foundation, corporate foundation, and government funders, including writing letters of inquiry and proposals for submission and responding to RFPs. Oversee relationship management with this portfolio of funders, seeking to keep them informed, and engaged, in FPWA and the specific work they fund. Manage all interim and final reports for this portfolio of funders. Set annual site visits or calls; develop and send approved communications on funded work throughout the year.
- Prepare and package complete proposal and report packages, including all attachments and standard forms, for your portfolio of funders, and for all private foundation and government RFP applications. Be responsible for securing signatures, updated documents, charts, budgets and financials, required forms, etc..
- Manage the proposal and report deadlines for all foundation, corporate foundation, and government grant applications, submissions, and reports, by managing the grants calendar through Salesforce.
- Maintain accurate donor records and files for all institutional funders in Salesforce; including actions, contact, submissions, and outcomes. Provide requested reports to the Director and CDO.
- Work with program colleagues to develop strategy for advancing work to be pitched, at start of year and throughout the year. Keep informed of developments, changes to plan, delays, new

opportunities. Be an active collaborator with Development and Communications colleagues as well as program colleagues.

- Participate with Director in annual income projection process for institutional funders, preparing statistical reports, evaluating trends, and making recommendations. Participate in developing annual workplan with Director, helping to establish benchmarks for the year. Monitor progress throughout the year, including monthly cash flow spreadsheet.
- Manage prospecting effort for institutional funders with advisement from Director. Undertake ongoing, strategic efforts throughout the year to identify new prospective funders for identified body of work to be pitched. Provide high quality feedback to Director on prospects, helping to develop a pipeline of new funders. Develop tailored approaches to new potential funders to be undertaken by Director, CDO, CEO or others. Stay on top of giving trends in prioritized areas of FPWA's work, sharing findings and suggesting new avenues for funding.
- Develop systems, policies and processes to ensure efficient operation of an effective institutional giving effort. Recommend new tools and processes; be an active innovator to build further FPWA's institutional giving capacity.
- Assist with special events and complete other relevant tasks as assigned by Director.

Required Skills and Experience

- BA/BS required.
- Requires a minimum of two (2) years of nonprofit grant writing experience.
- Superior writing and communications skills, with an emphasis on proposal writing for funding and excellent donor relations skills.
- Demonstrated ability to manage a portfolio of funders and achieve financial results.
- Knowledge of foundation and corporate giving. Experience prospecting and securing new funders.
- Demonstrated success helping to expand base of funders.
- Excellent time management skills and ability to manage multiple projects effectively at the same time.
- Ability to project manage with program colleagues, including establishing an approach plan and shepherding submission and reporting process start to finish.
- Excellent critical thinking skills, especially as relates to creating logic models for proposals; working with colleagues on program design and outcomes; and integrating funders' interests into approaches.
- Outstanding organizational skills and attention to detail.
- Results oriented; meets or exceeds goals regularly and uses a combination of analysis, fact-finding, experience, and judgment to improve and problem solve.
- Excellent writing, editing, and verbal skills. Ability to recognize and tell a story.
- A creative thinker, strategist and do-er who has a proven track record of developing creative ideas.
- Initiative to take on new projects and exhibit a positive, proactive attitude towards all tasks and people.
- Excellent computer skills, including Word, Excel; experience with online tools such as Foundation Directory online and others; and with databases; knowledge of Salesforce preferred.
- An excellent team player; proven ability to develop effective working relationships.

Salary and Benefits

- Salary commensurate with experience.
- Excellent Benefit Package including medical, dental, vision, life, 403(b) with match and more
- Ample Vacation Time: Four weeks of paid vacation accumulated during the year plus 12 company holidays
- Work-Life Balance: Twelve telecommuting days provided a year, one per month, to support work-life balance
- Professional Development: Resources committed to bolster professional and personal growth
- Modern & Flexible Work Environment: Our staff work out of a beautifully designed open workspace with flexible and tech-equipped meeting spaces to support different workstyles, promote team building and collaboration

FPWA IS AN EQUAL OPPORTUNITY EMPLOYER

FPWA is committed to employing people who reflect the diversity of our member agencies and the communities and people they serve. AmeriCorps, Peace Corps, and other national service alumni are encouraged