



## Grant Manager

**Summary of Responsibilities:** The Grant Manager will be responsible for identifying grant opportunities, managing the grant development and proposal process, and collaborating with PAL Team members. Candidates must possess excellent verbal and written communication skills, a professional and resourceful demeanor, the ability to work both independently and as a team player, and a desire to take the initiative and manage numerous grant projects simultaneously.

### Essential Duties and Responsibilities:

- Manage current portfolio mix of private, government and corporate foundation donors
- Solicits and writes high-quality grant proposal narratives, applications, and supporting documents
- Perform prospect research on foundation and corporations to evaluate prospects for corporate and foundation grants
- Track and create a calendar of grant opportunities – including deadline dates, required materials, etc
- Work with finance to gather information necessary to report to corporate/foundation funders on current grant programs
- Provide stewardship to current foundation donors, including work with Development team to provide regular written updates (newsletter, etc.) to corporate and foundation donors
- Make appointments for CEO and/or Chief Development Officer with foundation officers and other prospects, arrange for onsite tours for supporters (foundation officers, foundation trustees)
- Maintain current records in database and in paper files, including grant tracking and reporting
- Track statistics relevant to development and provide department with written materials necessary for donor stewardship (participant numbers and diversity, youth enrichment program attendance, etc.)
- Assist with the execution of Development Department's strategy including developing an annual grant strategy for department
- Compile the monthly Development Department dashboard, tracking progress toward FY goals with comparison to prior FY
- Assist with other fundraising projects as requested

### Qualifications:

- Strong written communication skills, ability to write clear, structured, articulate, and persuasive proposals
- Strong editing skills; attention to detail; ability to meet deadlines
- Experience crafting LOIs, concept papers, proposals, and stewardship materials with aptitude for creating budgets, designing logic models, and drafting compelling case statement
- Knowledge of local and national funding sources



- Strong contributor in team environments; handle multiple assignments; experience working in a deadline-driven environment and meeting income goals
- A high level of computer literacy required, including familiarly with Foundation Center databases, Microsoft Office programs, Google, and CRM tools.
- Minimum of four years experience in research and grant writing; nonprofit experience a plus
- Bachelor's Degree or an equivalent combination of education and experience

The above statements are intended to describe the general nature and levels of work to be performed and are not intended to be an exhaustive list of all responsibilities and duties.

To apply for this position, please email a cover letter with your salary requirement and resume to [HR@detroitpal.org](mailto:HR@detroitpal.org)