



Transforming Parents' Lives. Improving Children's Futures.

## Grants Manager

### **Summary/objective:**

In collaboration with the Development Director, develop, implement and monitor a grants resource plan to advance the revenue goals of Warren Village. As a member of the Development team, work will directly impact the organization's budgeted annual and future fundraising goals. The Grants Manager will have an active portfolio of prospective and current (five and six figure gift) donors. While there are many metrics for success, this position has an annual individual fundraising goal of \$1.5 to 2M.

The Grants Manager works with the Development Director and other staff to shape and implement an effective and purposeful strategy focusing on growing Warren Village's foundation, corporate and government support. This role project manages grants from prospecting to reporting to support fundraising success and expansion of Warren Village's mission.

**Warren Village practices and measures diversity, equity, inclusion and culture competency as a core expectation for all positions.**

### Essential Functions and Responsibilities:

- Study and understand the history, structure, objectives, programs, and financial needs of the organization.
- Manage a portfolio of approximately 100 prospective and active corporate, foundation and government agencies capable of giving five and six-figure gifts in support of general operating, programs, capital, and sponsorships.
- Elevate Warren Village prospect research activities, identifying new opportunities from private and corporate foundations, government entities, and others as appropriate to build the organization's presence and donor relationships.
- Synthesize information into clear and concise written proposals (and presentations), reports and letters of inquiry, along with budget projections and accountability/evaluation requirements to solicit donors.
- Ensures timely, accurate completion and submission of proposals, grant agreements, and reports.
- Develop close working relationships and coordinate with program team, finance, and administration to collect and provide information, communicate deadlines, and work collaboratively on grant proposals and reports.
- Work with Data and Policy Analyst to compile program data and analysis for proposals and reports required to fulfill grant agreements.
- Maintain the organization's institutional giving fundraising calendar and gift records.
- Monitor and meet monthly and quarterly benchmarks and goals based on activity with prospects, grant submissions and dollars raised.
- In collaboration with the Development Director, analyze, plan and provide forecasts for general operating and programmatic support from grants revenue.
- Documents prospect strategies and action reports, evaluate new prospects and generates stewardship reports and general correspondence daily to cultivate gift prospects.

- Maintains database integrity through timely, accurate, and comprehensive recording of actions taken with institutional donors and prospects.

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### **Other Duties & Responsibilities**

- Host site visits, tours, and public presentations on behalf of Warren Village as needed.
- Work closely and support the Development team with the design, implementation and administration of donor acquisition, cultivation and stewardship activities for multiple sources, such as corporations, foundations and government sources to include special events, annual and capital campaigns, and specific program fundraising.
- As applicable, participate in donor meetings and tours.
- Participate in strategic planning, development team meetings, and budget meetings.
- Attend relevant meetings and conferences as needed.

### **Minimum Requirements:**

- Bachelors' Degree from a four-year college or university in Business, Development, Fundraising or other related field.  
(*Education substitute: 2 years of related experience for one year of education.*)
- Minimum of 3 years of successful experience in a non-profit environment, specifically in grant writing required

### **Competencies:**

- Familiarity with Denver philanthropic community strongly preferred.
- Skilled in developing strong and compelling written communications for fundraising. Ability to convey complex ideas through concise materials. Active and open-minded listener.
- Experience in planning and managing development projects, including coordinating with colleagues, and tracking and reporting on progress to leadership team/Board of Trustees.
- Capable of establishing and cultivating strong relationships with peers across different levels of the organization and externally.
- Ability to plan, organize and implement strategies, set realistic goals, monitor and evaluate progress to goals, and manage multiple priorities simultaneously.
- Highest professional standards in handling sensitive and confidential matters.
- Work independently, take initiative, and work collaboratively in a fast-paced environment.
- Strong computer skills required, including Microsoft Office (Word, Excel, PowerPoint). Fundraising software proficiency necessary.
- Commitment to Warren Village's mission and culture required.
- Strong interpersonal, verbal and written communications skills with demonstrated relationship management expertise.
- Public speaking experience and comfort level necessary.
- Ability to be a self-starter, work both independently and collaboratively different levels of employees and people of diverse backgrounds and cultures.
- Ability to work flexible hours when needed.

**Salary & Benefits:** \$56,000 – \$71,000 DOE. Attractive benefits package, including generous paid time off (sick/vacation days) and 12 holidays. Paid organization closure two weeks per year (winter holidays and week of 4<sup>th</sup> of July). Matching employer 403(b) plan. Medical, dental and vision plans for employee and dependents. Family, Parental and Employee Leave program(s). Voluntary supplemental life, critical illness and hospital indemnity insurance with legal and TeleDoc benefits. Plus company paid life and long term disability insurance paid. FSA and HSA accounts. Discounted Day Care services available.

**To Apply:** Interested candidates should submit the following items (as separate PDF attachments) to [careers@warrenvillage.org](mailto:careers@warrenvillage.org). Subject line: **Grants Manager**

1. Resume
2. Cover letter

***Only applicants selected for an interview will be contacted.***

*The above declarations are not intended to be an “all-inclusive” list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.*

*We do not accept unsolicited resumes from recruiting agencies. Warren Village is proud to be an Equal Opportunity Employer. We are committed to equal employment opportunity regardless of race, color, religion, sex (including pregnancy or related medical conditions), national origin, veteran status, sexual orientation, gender identity, age, disability, marital status, or another protected category. If you have a disability or special need that requires accommodation, please contact us at [careers@warrenvillage.org](mailto:careers@warrenvillage.org).*