

Position Title: Development Manager, Grants
Category/FLSA Status: Full-time, Non-Exempt
Reports to: Executive Director
Salary: \$62,500

Position Summary:

The Development Manager, Grants is a key member of the development team responsible for managing the organization's grant strategy, including researching, writing, and reporting on all institutional funding opportunities. Working collaboratively with the Development Manager, Events, this role supports the execution of the overall fundraising plan and ensures effective stewardship of foundations, government agencies, and corporate funders.

Key Responsibilities:

Grant Management & Institutional Fundraising

- Lead the full grant lifecycle process—prospecting, proposal development, submission, and reporting.
- Maintain a calendar of deadlines and ensure timely submission of all grant applications and reports.
- Collaborate with program, finance, and executive teams to gather data, budgets, and content for proposals and reports.
- Track progress on grant goals and outcomes to report impact to funders and inform internal strategy.
- Identify and cultivate relationships with new funding prospects to diversify the organization's grant portfolio.

Fund Development & Donor Engagement

- Support implementation of the annual development plan, with a focus on institutional donors.
- Collaborate with the Development Manager, Events on stewardship of funders through communications, updates, and recognition at events.
- Assist in the development and execution of annual campaigns, donor appeals, and fundraising communications.

- Participate in development-related donor recognition efforts and cultivation opportunities, particularly for grant funders.

Database & Reporting

- Maintain accurate grant records and funder information in the donor database.
- Create and manage reports to analyze funding trends, measure success, and inform strategy.
- Partner with the Development Manager, Events to support database needs for donor stewardship and campaign tracking.

Communications & Strategy

- Draft compelling proposals, reports, and letters of inquiry that reflect the organization's mission, programs, and impact.
- Assist with funder-focused communications and storytelling content for use in development materials.
- Collaborate on the creation of fundraising reports and presentations for internal and external audiences.

Organizational Support

- Participate in team meetings, conferences, and professional development opportunities.
- Work cross-functionally with program and finance teams to support organizational goals and ensure grant alignment with program implementation.
- Assist with special projects and other duties as assigned by the Executive Director.

Qualifications:

- Bachelor's Degree required.
- 3+ years of experience in grant writing, nonprofit development, or related field.
- Demonstrated success in securing and managing foundation, corporate, or government grants.

- Exceptional writing, editing, and research skills.
- Strong organizational and project management skills with the ability to meet multiple deadlines.
- Proficiency with donor databases (e.g., Bloomerang, Salesforce, or similar) and Microsoft Office.
- Collaborative team player with ability to work independently and proactively.
- Passion for gender equity and youth empowerment strongly preferred.

Compensation & Benefits:

- **Salary:** \$62,500 annually
- **Health Insurance:** Employer contribution toward medical; voluntary dental and vision plans
- **Retirement:** 401(k) with employer contribution after one year
- **Paid Time Off:** 20 PTO days, 12 holidays (including Christmas–New Year’s week), and sick time
- **Additional Benefits:** Long-term disability, flexible spending account options, and professional development support

Physical Requirements and Work Environment:

This position requires the ability to operate phones, computers, and other office equipment, and the physical ability to perform light lifting. While performing the duties of this job, the employee is regularly required to sit, stand or walk; use hands to finger, handle, or feel; reach with hands and arms; stoop or bend; and talk or hear. The employee must occasionally lift and/or move up to 50 lbs. Work is performed in an office or classroom setting. This person may be required to travel to various locations throughout Long Island. Generally, the working conditions have little or no exposure to extremes in safety hazards or hazardous materials.

Equal Employment Opportunity:

Girls Inc. of Long Island provides equal employment opportunities to all employees and applicants regardless of race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, veteran status, genetic information, or any other discrimination prohibited by law. The organization complies with all applicable federal, state, and local laws, regulations, and ordinances prohibiting employment discrimination.

Disclaimer:

The above statements describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and/or skills required of all employees within this class.

To Apply:

Please send a cover letter and resume to mkim@girlsinclongisland.org Please, NO Phone Calls.