

JOB TITLE Grants Manager/Writer

DEPARTMENT: Development

REPORTS TO: Director of Development

FLSA STATUS: Exempt

LOCATION: Arthur C. Nielsen, Jr. Campus, Northfield, IL

PT/FT: Full-time or part-time (4 days/week)

NSSC is a small non-profit social services agency with just over 100 employees. For the third year in a row, Chicago Tribune has recognized NSSC as a Top Workplace in the Chicagoland area. We are looking for someone who will bring their experience and passion to help support the independence and well-being of older adults.

We work hard to foster a very supportive work environment that promotes a healthy work-life balance. We invest in the training and support of new employees as they start in this new role

SUMMARY: The Grants Manager/Writer supports development activities by serving as the principal coordinator and writer for all grant-related materials in print or online. These materials may be generated in pursuit of new and renewing funding sources as well as those designed for ongoing communication with existing sources.

Using a thorough understanding of North Shore Senior Center's mission, goals and development strategies, this person applies creative and editorial expertise to produce professional and effective grants proposal, submissions and required reports. This position typically interacts, with minimal direction and supervision, with all staff members including senior leadership, board members, volunteers, NSSC members and donors.

DUTIES AND RESPONSIBILITIES:

- Prepares written materials on a timely basis required as part of the grant-writing process including proposals, letters of inquiry, formal applications and funder reports in a manner that clearly communicates information, meets all of the funding organization's requirements, and will attract the available funds to North Shore Senior Center.
- Develops and maintains a grants management system, both written and online, that contains accurate current and/or archived grant-related deadlines, funding objectives, giving history, letters of intent, requests for proposal (RFPs), applications, acceptance and acknowledgment letters and reports from all organizations that have funded North Shore Senior Center or have been researched and selected as potential funders.
- Develops and maintains effective lines of communication with foundations and their grant officers to generate the most compelling letter of intent, proposal and/or grant application that will promote the best possible outcome.
- Researches and strategically identifies a number of new grant application opportunities each year; crafts proposals with leadership input.
- Participates in foundation-sponsored educational and networking events.
- In collaboration with the Director of Development, Director of Finance, and Executive Director develops grant ask amounts and program targets.
- Participates in discussions about fundraising strategies and projects in collaboration with other members of the department; serves as a resource for research and support to corporate and individual fundraising efforts.

- Visits programs, when appropriate, to gain first-hand knowledge of senior needs.
- Writes appeal letters and other communications, as needed.
- Participates in planning sessions and discussions, when appropriate, with other North Shore Senior Center senior administrators and staff members about emerging or revised projects so that marketing collateral reflects the goals and objectives of those programs and services.

QUALIFICATIONS:

- Bachelor's degree from four-year college or university in English, journalism or related field, or the equivalent combination of education, training and experience
- Five years professional writing or grant writing experience
- Strong writing, editing and proofreading skills, which can be applied to fit a variety of styles, formats and audiences; Superior skills in interviewing, integrating ideas, writing persuasively, and editing for emphasis
- Knowledge of the concepts and procedures related to the writing of fundraising and marketing materials, including expertise in English grammar, punctuation and syntax
- Ability to learn and understand subject-specific terminology, industry specific data and statistics all for use in writing fundraising content
- Ability to interpret fundraising and marketing objectives and the organization's mission and apply them in a variety of circumstances
- Strong, professional interpersonal communication skills and ability to interact effectively and appropriately with others inside and outside the organization
- Ability to handle multiple grants, tasks, and deadlines simultaneously
- Strong sense of urgency, commitment and a service orientation required to meet the variety and fluctuating demands of this job
- Computer skills required: Microsoft Office Suite; Raiser's Edge (or other database management programs)

To be considered for this position, please send your resume and salary requirements to hr@nssc.org.

Grant writing samples will be required upon request.

EEO: North Shore Senior Center is an equal opportunity employer; applicants are considered for all positions without regard to race (including traits associated with race including, but not limited to, hair texture and protective hairstyles such as braids, locks and twists), color, religion, sex (including pregnancy, gender identity, and sexual orientation), marital status, parental status, national origin, age, disability, veteran status, genetic information, or any other status protected by applicable federal, state or local law.