



Arc Broward – Full-time Grants Manager

Job Summary

Arc Broward, a well-established, nationally accredited, non-profit organization based in Sunrise, Florida is currently looking for a Grants Manager to join our growing family.

The Grants Manager is responsible for increasing annual revenue from corporations and foundations through grant writing, prospect engagement and cultivation activities. This position will manage a comprehensive and diverse portfolio of current donors and will maintain and update the prospect pipeline. This position will create and maintain an annual grant management plan that reflects strategic priorities, an annual fundraising goal, and create opportunities to engage corporate supporters throughout the year with site-based activities.

Core Responsibilities

- Write high-quality communications for corporate and foundation funders at all stages of the development process including letters of intent, proposals, mid-year and final reports.
- Manage the deadline-driven calendar of all development writing projects related to corporations and foundations, including: researching and logging grant and reporting guidelines and due dates, submitting materials on time, and following up as necessary.
- Collaborate with members of the leadership team and board members to ensure development of effective relationships with current foundations and corporations leaders.
- Develop partnerships with development prospects, and key strategic partners.
- Research corporate and foundation funding sources (grants, program funding, etc.).
- Complete and follow-up on applications for funding.
- Track and report all active grant projects as required by funders.
- Apply/ reapply for grants and funding in a timely manner.
- Ensure compliance in accordance to grant guidelines in terms of finance, reporting, evaluation, etc.
- Ensure timely and well-coordinated data collection and reports from programs.
- Participate in special events, fundraising, social and community events, meetings, conferences and trainings which will require some evening and weekends.
- Other duties as assigned.

The ideal candidate will possess these skills

- Uncommon level of personal responsibility with exceptional goal orientation and a proven track record of success
- Strong written and oral communicator; specifically can write and speak compellingly about our organization, mission, and goals and effectively tailor messaging to different audiences
- Critical thinker who displays strong judgment in prioritizing problems to solve and opportunities to pursue

- Success at cultivating strong relationships with all internal and external stakeholders: staff members, current and potential donors, and foundation leaders.
- Strong project management, multi-tasking, and leadership skills with sharp attention to detail.

Requirements

- Bachelor's degree in business, communications or related field. With a minimum of 2 to 3 years of experience in non –profit fundraising, grant writing, community relations, and/or donor relations.
- Experience in creating and presenting funding proposals seeking corporate support
- Knowledge of donor data systems (Donor Perfect preferred)
- Must pass a pre-employment Level 2 criminal background check and drug screen.
- Some weekend and evening work required.

Information: <http://www.arcbroward.com/index.cfm?fuseaction=pages.grants-manager>

To apply: <http://www.arcbroward.com/index.cfm?fuseaction=forms.employment-application>

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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