



Grants Manager

Job Summary: The JCC Mid-Westchester is seeking a full-time Grants Manager to join the development team. Reporting to the Chief Development Officer the Grants Manager position is dedicated to overseeing all foundation, corporate and government support for JCCMW's operating, capital and endowment purposes. The Grants Manager will directly supervise part time grant writers. This position will oversee grant pipeline maintenance, reporting and tracking. We are looking for an organized self-starter who is passionate about community, enjoys collaborating as part of a small development team of four, and supporting and advancing JCCMW's mission. This is a great opportunity to help grow JCCMW's institutional giving program.

Key Responsibilities and Expectations:

- Oversee and execute foundation, corporate and government grant proposals and reports for programs across all areas of JCCMW
- Work closely with the CDO to manage key institutional relationships and represent JCCMW with significant foundation, corporate and government funders and sponsors
- Manage part time grant writers who assist with individual grants and government contracts
- Maintain the database of institutional funders and prospects, including but not limited to – gift processing and entry, reporting, recognition and analysis
- Work closely with the finance team to develop and prepare budgets and manage, reconcile, and track various types of donations
- Work closely with program directors to understand funding needs and to help communicate all programs in a compelling way to funders- both verbally and in writing
- Along with the marketing team, ensure proper crediting of institutional support in all published materials
- Conduct research and create a robust pipeline of future potential funding
- Opportunity to help hire and co-manage future development professionals
- May be assigned other duties reasonably related to job responsibilities

Skills, Education and Experience:

- Bachelor's degree
- Minimum of 5 years working in corporate fundraising and sponsoring, foundation fundraising, grant writing, prospect research or transferrable/relatable experience
- Exceptional written and verbal communication, including excellent interpersonal, networking, and presentation skills
- Ability to analyze financial data and proficiency in spreadsheet and database software applications

**Physical Requirements**

The physical demands must be met by an employee to successfully perform the essential functions of this job and include movement within an office environment. The role requires the ability to write by hand and use a keyboard to perform general office functions. Also requires the ability to communicate by speech and hearing continuously. Visual acuity is needed for detailed work, and computer use. The ability to sit for extended periods of time is also a requirement.

Salary: \$75,000.00 - \$88,000.00 plus benefits per year

Workforce Diversity and Equal Opportunity

The JCC Mid-Westchester is an equal opportunity employer. The position is open to all and we do not discriminate on the basis of age, race, religion, gender, sexual orientation, color, disability, protected veteran status, gender identity/expression, national origin or any category protected by applicable law.

To apply, please send your resume and cover letter to: HumanResources@jccmw.org