

Position Description: The Grants Manager develops and execute strategies to diversify and strengthen the organization's funding streams from corporate, foundation and government funding sources.

Specific Position Accountabilities:

- Manage a calendar of grant report and proposal dates; track an active portfolio of pending and committed grants
- Research and identify new grant funding prospects
- Write grant proposals for new and existing programs/projects
- Acknowledge and steward relationships with grant contacts
- Schedule and coordinate site visits with potential and actual donors
- Ensure compliance with all grant contracts/agreements/outcomes/deliverables
- Write required and courtesy grant reports
- Create organization and development materials for inclusion in proposal submissions
- Collaborate with the Chief Development Officer on development strategies and targeting prospects
- Develop and maintain corporate/foundation/government records
- Participate in developing program outcomes
- Serve as liaison for Combined City Campaign

Qualifications:

- Bachelor's degree required
- Minimum of three years successful grant writing experience
- Demonstrated record of attracting and securing major gifts from donors
- Experience in identifying, soliciting and closing gifts from corporate, foundation and government sources
- Excellent grant writing and communication skills. Understanding of the benefits of social media
- Demonstrated ability to create multi-year plans, set objectives and achieve goals
- A focus on quality improvement to identify ways in which PAL's Development team can increase effectiveness and efficiency
- Hands-on ability to manage and work directly with donor management software (Raiser's Edge).
- Knowledge of the Greater Philadelphia Region's philanthropic landscape is preferred
- Successful completion of a criminal background check
- Flexible and willing to perform other tasks as assigned