



## **Grants Manager**

The Grants Manager is responsible for continuing to develop, maintain and monitor institutional giving from foundations in conjunction with the Director of Development. The Administrator reports to the DD.

This is a part-time position with opportunities for full-time down the road. Weekend and evening hours as needed for events and deadlines. Responsibilities include, but are not limited to:

### **Responsibilities**

- Developing a strategy for grant acquisition.
- Researching and prospecting potential funders and building long-term relationships.
- Writing, in collaboration with other departments, proposals, budgets, reports and other ancillary materials in line with brand and messaging of the organization.
- Monitoring and managing grants income goals.
- Performing other development activities as may be required.
- Serving as a liaison between departments regarding grant issues.
- Providing stewardship for institutional contributors.
- Managing existing grants: tracking, developing internal reporting systems, composing reports, working with staff as needed to ensure project and program meet goals.

### **Qualifications:**

- Bachelor's degree required
- Experience with contributor relationship management systems is a plus
- Project management experience
- Proven track record for achieving revenue targets
- Nonprofit or philanthropic experience
- Excellent verbal and written communication skills
- Ability to think and problem-solve creatively
- Ability to work individually on a project or in a team environment
- Eager to meet and exceed objectives and take on more responsibility

### **Attributes:**

- Passion for reproductive rights, abortion access and the mission of Trust Women.
- Solutions driven
- Doggedness and determination
- Ability to create great working relationships
- Sense of humor
- Self-motivated



To apply: please send a cover letter, resume and writing sample to [info@itrustwomen.org](mailto:info@itrustwomen.org).

Applications will be reviewed on a rolling basis until the position is filled. Applicants are strongly encouraged to apply as soon as possible.

Trust Women is an equal opportunity employer. We celebrate diversity and are committed cultivating an inclusive environment.