



Grants Manager

Position Summary: Building One Community (“B1C”) seeks a collaborative and highly organized **Grants Manager** to oversee all aspects of our grant management process, including researching potential foundations, coordinating grant applications & reports and providing ongoing stewardship to our foundation supporters. This full-time, exempt position reports to the Director of Development & External Relations.

Duties:

Responsibilities will include, but are not limited to:

- Develop a deep understanding of the organization and its programs to produce persuasive grant proposals
- Write, coordinate and submit timely foundation letters of inquiry, grant applications and ongoing reports, working with senior management, program & finance staff
- Maintain an up-to-date grants calendar with clear deadlines; provide monthly grant reports that show proposal development, submission deadlines and probability of funding
- Maintain a library of relevant program, financial and other materials to use with grant applications
- Serve as the main liaison to foundation staff regarding applications and reports; process and track all grant agreements, pledges and payments; cultivate sustaining donor relationships
- Coordinate foundation site visits and remote calls; provide support for B1C leadership and program staff to ensure successful donor meetings
- Ensure that foundation records are coded correctly in the donor database; create reports for management and Board committees as requested
- Develop a prospecting system to identify new funding opportunities; evaluate giving trends of current grant foundations
- Track grant revenue & projections; work with finance staff on organization-level budgets
- Hire and supervise contracted grant writers as needed, for surge capacity or specialized proposals

Required Skills/Qualifications:

- Bachelor’s degree required
- 3+ years of experience in grant writing required, with demonstrated success in securing grant awards
- Exemplary writing skills with an ability to draft compelling proposals and case statements
- Experience with donor databases required; DonorPerfect knowledge a plus
- Superb organizational and interpersonal skills with colleagues, volunteers, and donors
- Ability to manage highly sensitive and confidential donor information
- Strong commitment to B1C’s mission

About Us: Building One Community – The Center for Immigrant Opportunity is a non-profit organization established in 2011 to provide a comprehensive resource center for immigrants in the Stamford area, Connecticut. Building One Community's mission is to advance the successful integration of immigrants and their families.

To apply for this position, please submit your resume and a cover letter to jobs@b1c.org. Resumes without a cover letter will not be reviewed; no telephone calls please.

Building One Community is an Equal Opportunity Employer