



Job Description Development Manager, Grants

Department: Development

Reports to: Chief Development Officer

Status: Full-Time, Exempt

JPA is All in for Kids! Founded in 1901 by Jane Addams, JPA's programs and services have evolved throughout the last 120 years while always staying true to the mission of improving the social-emotional well-being and functioning of vulnerable children so they can reach their fullest potential at home, in school and in our community. Today, we impact over 1,500 children from under-resourced neighborhoods on the south and west sides of Chicago by providing school-based programs resulting in more than 60% of these kids feeling and functioning better within their first year of treatment in addition to building relationships with their teachers and caregivers to better support them in times of stress and trauma.

Summary of Position

A key member of the Development Team, the Development Manager - Grants will work closely with the Chief Development Officer, offering critical support to achieve the fundraising goals of the organization through grant writing, donor stewardship, research, and prospect outreach.

Responsibilities

- In conjunction with the CEO and Chief Development Officer, manage the grant proposal calendar and strategy. Maintain the JPA grant tracker, ensuring that all proposal and reporting deadlines are met.
- Collaborate with program and development staff to draft compelling grant proposals and reports.
- Conduct targeted research to identify prospective major donors and new institutional supporters to help grow the existing portfolio of funders and ensure that JPA maintains a diverse portfolio.
- Along with the Chief Development Officer and Director, Marketing & Events, manage donor cultivation, solicitation and stewardship.
- Maintain DonorPerfect database, ensuring accurate, efficient data entry, including adding/updating constituent records, gift entry, entering constituent notes & actions, etc.
- Pull donor reports and work with the Director, Marketing & Events to develop targeted communications designed to engage specific groups of donors or lapsed donors
- Ensure donor acknowledgement letters are drafted and distributed in a timely fashion
- Other duties as assigned

Knowledge, Skills and Abilities

- Strong interpersonal skills with the ability to build relationships with a wide range of external and internal constituents
- Clear and effective written and verbal communication skills
- Outstanding organizational skills with a strong attention to detail and ability to handle multiple projects with competing deadlines in a fast-paced environment
- Experience with budgeting and budget development. Basic financial management skills
- Advanced computer skills; database and/or CRM experience a plus
- Ability to work well independently with minimal supervision and as part of a team; work well with diverse styles and personalities

Qualifications

- Bachelor's degree required
- 5 to 7 years of grant writing and development experience
- A proven track record of success in soliciting and securing gifts and sponsorships from individual and corporate constituents
- Proficient in Microsoft Office and CRM systems

JPA is committed to offering a competitive salary that is commensurate with experience and includes health benefits, generous PTO and retirement plan.

JPA is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, ancestry, national origin, religion, sex, sexual orientation, gender identity, disability, protected veteran status, military discharge status, age, marital status, parental status, or source of income.