Title: **GRANTS MANAGER**  
Reports to: **DIRECTOR OF DEVELOPMENT AND COMMUNICATIONS**  
Classification: **Full-time, Exempt**

**PURPOSE**
Every day, we prove the smartest investments are made in children. At Invest in Kids, we bring research-based, proven programs into communities across the state. Our efforts focus on the specific needs of children in low-income families, with the hope of seeing every child in Colorado thrive. We partner with community leaders, care providers, and donors to work toward this goal. Only those programs able to demonstrate the highest level of standards, a research-proven track record of success, and a promise of significant impact become Invest in Kids’ programs. The Grants Manager will contribute to this mission by providing staff with the support necessary to allow the organization to meet its goals.

**POSITION OVERVIEW**
The full time Grants Manager contributes to IIK’s mission by drafting foundation, corporate, and family foundation proposals and request letters, and writing grant reports. This position is also responsible for maintaining the annual proposal and report calendar, supporting funder research, and coordinating with finance and program staff to oversee the temporarily restricted foundation allocation process. In collaboration with other members of the Development Team, this position also provides occasional content writing and editing support for organization-wide communications and works alongside colleagues to understand and synthesize IIK’s mission. This position reports to the Director of Development and Communications.

**ESSENTIAL DUTIES/RESPONSIBILITIES**
▪ Grant Writing and Strategy: Partner with program staff to provide timely submission of well-researched and well-written grant applications, including supporting documents (including private, community, corporate and family foundations, approximately 40 per year)
▪ Reporting: Manage, monitor, and ensure tracking of grant activities. Including to scope, budget, schedule/timelines, etc.; ensure completion by specified deadlines and in accordance with established goals, objectives, and grant/proposal requirements
▪ Relationships: Support and maintain relationships with program officers and others at funder organizations. Proactively reach out to provide updates and facilitate meetings.
▪ Tracking: Maintain grant calendar and funder records using DonorPerfect
▪ Prospecting: Research foundation prospects to secure new funding sources.
▪ Support: Provide direct support to organization Leadership Team regarding complex proposals (government funding, multi-year requests, new initiatives, etc.) including supporting document preparation, editing and proofing, tracking, reporting, etc.
Communications: Works alongside other members of the Development Team to write, edit, and create content for organizational communications, as needed

Events: Provide staff back-up for the annual Jane-A-Thon fundraiser, as well as house party or gala events

General: Participate in staff meetings, team/committee meetings, and contribute to the overall growth and learning of the organization

QUALIFICATIONS

- Minimum three years of fund-raising experience, preferably in grant writing, including raising funds from foundations, corporations and/or family foundations. Equivalent work experience will be considered.
- Excellent writing skills and proven track record in successful grant research, writing and reporting
- Familiarity with local funders preferred
- Knowledge of evidence-based programs preferred

DEMONSTRATED COMPETENCIES

- Ability to manage multiple demands; results oriented, works quickly and accurately
- Works well with people, and engenders trust and confidence from colleagues
- Strong interpersonal skills and the ability to work successfully with people of diverse backgrounds, cultures, and perspectives
- Excellent verbal and written communications skills
- Highly developed attention to detail
- Able to understand and synthesize complex information into succinct, clear language
- Organized and able to work independently – “can do!” attitude
- Ability to complete tasks in a hybrid work environment
- Enthusiastic commitment to the goals and values of Invest in Kids
- A working vehicle and valid driver’s license

SALARY

The salary for this position is $67,000 annually

FULL TIME EQUIVALENT

Full time (40 hours per week)

BENEFITS

- Hybrid work environment
- Health, dental, and life insurance, 401K
- Flexible Spending Account
- Paid vacation, sick and personal time

APPLICATION DIRECTIONS

Please direct all inquiries to Director of Development and Communications, Maribeth Waldrep, via email mwaldrep@iik.org. Please submit cover letter, resume, writing sample and contact information for three professional references electronically by August 5, 2022.

IIK is an equal opportunity employer that is committed to building a diverse workforce. IIK strives to create an inclusive workplace that embraces diverse backgrounds, life experiences and perspectives. It is the policy of IIK to prohibit discrimination against any person or organization based on age, race, sex, color,
creed, religion, national origin, sexual orientation, transgender status, gender identity, gender expression, ancestry, marital status, gender, veteran status, political service, affiliation, or disability.

For more information about Invest in Kids and our programs, please visit www.iik.org