

JOB DESCRIPTION: Development/GrantsManager

POSITION TITLE: Part-Time Development/Grants Manager	LOCATION: 1 N. Johnston Ave., Suite A230, Hamilton, NJ	REPORTS TO: Chief Development Officer
DATE: 4/22/25	Date Revised	Date Revised

EDUCATION/CERTIFICATIONS/LICENSES/ REGISTRATIONS/EXPERIENCE & QUALIFICATIONS REQUIRED

Bachelor's degree in English, Communications or related subject, working towards one, or relevant experience.
Experience in grant writing and research, and strong understanding of non-profit fundraising strategy. Strong organizational and project management skills and proficiency in grant management software and databases.
Experience supporting communications, marketing, community outreach, and fundraising goals, including donor relations and assistance with creation of communication materials such as annual report and fundraising appeals.

PURPOSE OF THE POSITION & IMPACT

The Development Grants Manager is responsible for overseeing the entire grant lifecycle, from identifying potential funding opportunities to submitting grant proposals, managing grant reporting, and ensuring compliance with grant requirements. This role involves creating impactful and persuasive copy that clearly communicates, demonstrates and promotes Arm In Arm's mission and inspires financial support from individuals, foundations, corporations, and government funders.

COMPETENCIES

(Specific Skills and Knowledge required including technical skills)

1. Demonstrated written and verbal communication skills
2. Demonstrated computer proficiencies in Microsoft Office
3. Strong understanding of non-profit fundraising strategies.
4. Demonstrated organizational and project management skills
5. Demonstrated skills in Donor Perfect, grant management software and databases, and on-line research directories
6. Ability to work collaboratively with team members and stakeholders

PERSONAL ATTRIBUTES OR CHARACTERISTICS

Attitude and behavior consistent with core values of the organization, demonstrating compassion, dignity and respect in interactions with clients, staff, volunteers, interns, community partners and supporters.
Sensitivity and appropriate conduct in a culturally diverse environment
Able to work cooperatively and respectfully with other staff and colleagues

RESPONSIBILITIES/ MAJOR FUNCTIONS /PROBLEM SOLVING/DECISION MAKING

MAJOR FUNCTIONS /RESPONSIBILITIES	TASKS WITHIN THAT FUNCTION
1. Grant Writing, Reporting and Research	<ul style="list-style-type: none">• Prepares grant proposals by determining concept, gathering and formatting information, writing drafts, gathering budget data, and obtaining approvals.• Assists in determining proposal concept by identifying and clarifying opportunities and needs, studying requests for proposal (RFPs), and attending strategy meetings.• Meets proposal and reporting deadlines by establishing priorities and target dates for information gathering, writing, review, approval, and transmittal.• Maintains accurate grants calendar of submissions and status of each.• Gathers proposal information by identifying sources of information, coordinating submissions and collections, and identifying and communicating risks associated with proposals.• Writes, revises, and edits drafts.• Maintains quality results by using templates; following proposal-writing standards including readability, consistency, and tone.• Accomplishes organization goals by accepting ownership for accomplishing new and different requests, and exploring opportunities to add value to job accomplishments.• Develop and maintain a database of grant information, submissions, progress, and reporting.• Prepare financial reports of expenses for grantors.• Keep up-to-date with changes in grant funding policies and procedures.

	<ul style="list-style-type: none"> Develop and implement strategies for continuous improvement in grant management processes.
2. Communication	<ul style="list-style-type: none"> Responsible for recording, tracking and monitoring grantor/grantee communications in donor perfect and acknowledgement letters as needed. Assist with creation of printed/electronic materials such as media releases, annual reports, and fundraising appeals. Coordinate with Program staff to obtain content and relevant stories
3. Individual donor research, cultivation & stewardship	<ul style="list-style-type: none"> Assist Chief Development Officer, other staff and Board of Directors in cultivation, solicitation and stewardship activities/events as needed Assist with personalized thank you letters as needed
4. General Duties/Other tasks position may be called upon to perform	<ul style="list-style-type: none"> Promptly return all email and voicemail inquiries from Arm in Arm staff and community members, with goal of same day or next day response. Keep google calendar updated with daily schedule and revise to accurately reflect location if schedule changes. Maintain, follow and enforce Arm In Arm policy and procedures.
5.	<ul style="list-style-type: none">

INDEPENDENCE/SUPERVISION RECEIVED:

Check the **type** of supervision received that best fits the position

X General Direction: Assists Chief Development Officer in attaining established goals and the methods through which to do so.

WORKING CONDITIONS

A. Physical demands: lifting, treatments, exposures etc.

Activity	Never	Sometimes of the Time	Most of the Time	All of the Time
Stand				
Walk				
Sit			X	
Talk or Hear			X	

Use Hands/Feet			X (hands for computer)	
Climb/Balance				
Stoop/Kneel				
Reach				
Smell				

B. Lifting or Force Exerted

Pounds	Alone	With Assistance	Never	Sometimes	Most of the time	All of the Time
< 10				X		
< 25			X			
< 50			X			
< 100			X			
> 100			X			

A. List the specific job duties that require physical demands

Use of computer, transport of fundraising and communications materials

B. Does this job have any special vision requirements?

No

C. Language Skills Required

Exceptional command of English and written word. Spanish skills not required, but an asset to position.

D. Mathematical Skills

Understanding of budgeting and budget management

E. Work Environment and Sensory: Office or field, outreach, driving, noise, exposure to odors, smells, touch

Office and community forums

F. Mental: Stress, emotional

NAME
SIGNATURE
DATE