TITLE: Grants Manager
REPORTS TO: Philanthropy Director
CLASSIFICATION: Non-Exempt, Full-Time (35 hour workweek)
COMPENSATION: $20 - $25 per hour (based on experience)
LOCATION: Chesapeake

Excellent benefit package including medical/dental insurance (GSCCC pays 100% of medical premium), health savings account, complimentary life insurance, Aflac benefits, 403b/Roth, and a generous leave program starting your first day of employment. End your workweek at 1:30 p.m. every Friday! Remote work and flexible hours available after training.

Add love of fundraising with a grammar guru, throw in savvy with financial reports, and finally of passion for mission driven organizations, and you get a successful grants manager. This position provides plenty of opportunity to turn your incredible writing skills into dollars that help make build the leaders of tomorrow. Whether this is your first job or your last job, it will be your best job!

ABOUT OUR ORGANIZATION
We are one of 111 councils chartered by Girl Scouts of the USA, the world’s leading organization dedicated solely to girls, where, in an accepting and nurturing environment, girls build character and skills for success. In partnership with caring adults, girls develop qualities to serve them all their lives: strong values, social conscience, and conviction about their potential and self-worth. We serve more than 10,000 girls throughout southeastern Virginia and northeastern North Carolina. With the guidance of nearly 5,000 dedicated and trained volunteers, girls discover the fun, friendship, and power of girls together. From exploring science, technology and the environment to learning about healthy living, anti-bullying and financial literacy, girls are given opportunities to be challenged and learn new skills.

SUMMARY OF POSITION
The grants manager will research, identify, and actively apply for public and private grant sources that align with the Council’s mission, standards, goals, objectives, and budget. The manager will cultivate and steward philanthropic relationships, including United Ways.

ACCOUNTABILITIES
- Develop and submit compelling letters of intent and grants/proposals, which include planning, writing, reviewing, editing and finalizing proposal packages.
- Develop and maintain relationships with United Ways and others through periodic meetings with organizational representatives to articulate the Council’s mission and philanthropic priorities.
- Continually monitor fundraising progress through reporting and analysis and recommend creative strategies to ensure goals are met.
- Manage grants and report timelines through a monitoring system that facilitates efficient coordination and tracking.
- Maintain accurate and up-to-date information on foundation, corporate, and government grant awards.
- Monitor monthly net assets report to ensure grants are expended in accordance with funder requests and coordinate with internal departments to ensure grant compliance and timely fund expenditures.
- Participate and speak at appropriate United Way agency fairs, community activities, and civic occasions.
- Create sponsorship plans that include setting appropriate levels and provide marketing opportunities for sponsors.
- Ensure the timely completion of action reports for entry into database.
JOB POSTING

- Collaborate with philanthropy team on special events, including groundbreaking ceremonies, ribbon cuttings, etc.
- Identify new donor prospects that will result in broadening the donor base for Council.
- Serve as backup to philanthropy data specialist as needed.
- Participate in department goal-setting, budgeting, and planning.
- Actively support and promote the Council’s commitment to excellent customer service, membership growth, community visibility, fundraising, diversity, and safety.

QUALIFICATIONS

Education, Experience, & Certifications
- Bachelor’s degree in a related field or equivalent professional experience.
- Minimum 1 years’ experience in grant/proposal writing with proven results.
- Knowledge of Girl Scouting preferred.

Skills & Competencies
- Excellent technical computer skills in Microsoft Office including Word, Excel, Outlook, and donor database experience (Raiser’s Edge preferred). Ability to learn new software as required.
- Willingness to become involved in leadership positions in civic and community groups.
- Ability to project a high level of professionalism while networking in the public arena. Ability to speak passionately and with conviction about the organizational mission and its importance to the public.
- Ability to analyze information, formulate work plans, articulate goals, and produce required statistical reports.
- Demonstrated experience with budgets.
- Ability to clearly communicate verbally and in writing.
- Strong grammar, proofreading, and editing skills.
- Ability to maintain confidentiality.
- Ability to work independently and prioritize work while managing multiple deadlines.
- Demonstrated commitment and ability to interact with diverse populations.

Additional Requirements
- Ability to work a flexible schedule including evening and weekends.
- Ability to travel throughout Council jurisdiction.
- Must have personal transportation, possess a valid driver’s license, personal auto insurance, and meet the Council insurance company’s requirement for coverage.
- Subscribe to the principles of the Girl Scout Movement and become a registered member of GSUSA.
- Successfully pass background investigation.

PHYSICAL DEMANDS & WORK ENVIRONMENT
The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls including the operation of computer keyboard, calculator, copier machine and other office equipment; reach with hands and arms; climb stairs; balance; bend and stoop, kneel, crouch or crawl; talk or hear within normal range for telephone use. The employee must occasionally lift and/or move up to 25 pounds. The employee must have close visual acuity to perform activities such as viewing a computer terminal, preparing and analyzing data and figures, extensive reading, and driving. Evening and/or weekend work is occasionally required.

APPLICATION INSTRUCTIONS
Visit https://www.gsccc.org/en/discover/our-council/careers.html to complete an online application or submit resume to: Girl Scout Council of Colonial Coast, Human Resources 912 Cedar Road, Chesapeake, VA 23322 Phone 757-547-4405, Fax 757-547-1872, Email: hr@gsccc.org
Equal Opportunity Employer