



BOYS & GIRLS CLUBS
METRO DENVER



Make a Difference for Kids

Helping Kids. Building Communities.



Boys & Girls Clubs of Metro Denver is offering an exciting opportunity for the right person to join our dynamic, forward-thinking team. We rely on the dedication of caring employees to provide a safe, nurturing environment for kids to learn and grow. We take pride in our highly skilled, diverse, and committed workforce. Our staff are educators, coaches, artists, mentors, community leaders, and ambassadors. Join a team of passionate individuals who are working to make a difference for kids.

Grants Manager – Program Support Center

Job Description:

The Grants Manager at Boys & Girls Clubs of Metro Denver (BGCMD) is responsible for leading the effort to secure annual operating and capital funding from foundations and government granting agencies through strategic research, cultivation, grant preparation and implementation, and stewardship activities targeted at these entities. Reporting to the Senior Director of Philanthropy, this position creates, implements, and monitors strategic work plans in support of annual funding priorities that maintain and grow the revenue streams from these funding entities. This position is responsible for \$1.5M of revenue.

Primary Responsibilities

- Works closely with the Senior Director of Philanthropy and Chief Program Officer to identify and achieve specific funding targets for foundation, state, and federal revenue.
- Develops prospect lists for various annual projects, and maintains a database of current and prospective funding partners.
- Creates and executes action plans for cultivation, solicitation and stewardship of each viable funding entity.
- Prepares written proposals supported with sound research data, as well as develops presentation materials.
- Manages work to ensure a steady, renewable, and gradually increasing revenue stream of annual operating revenue from individual and corporate foundations and government agencies whose funding priorities align with BGCMD's annual operating needs.
- Leads developing and implementing resource development plan to expand the reach of BGCMD in qualifying, pursuing, and successfully securing significant grant support for projects from prominent funding entities.
- Develops a comprehensive portfolio of projects available for foundation and government agency support, preparing necessary written proposals and corollary presentation materials to be utilized in securing financial support.
- Takes lead on communicating grant processes and requirements, and maintains a functional grant management system.
- Collaborates with Finance and Programs teams, monitors grant award compliance to ensure that funding is expended in accordance with foundation and/or government agency requirements and that reporting is accurate and timely.
- Prepares and submits grant reports as required by the funding entity. Such responsibility will include continually improving BGCMD's ability across departments to understand the requirements imposed by granting agencies and foundations, and then create and implement systems that serve those requirements.

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives of employees assigned to this job. The Boys & Girls Clubs of Metro Denver is fully committed to Equal Employment Opportunity and to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by law.

- Monitors foundation, city, state, and federal grant income as it relates to annual revenue goals.
- Coordinates with Finance Services Director to prepare budgets and income projections.
- Represents BGCMD at a variety of community events and functions, as required.
- Active participant and support for the Resource Development Team.

Job Requirements:

- Bachelor's degree from a regionally accredited institution of higher learning or a related field of study.
- At least three to five years of experience and a demonstrable success in a similar role with an annual revenue budget of \$1M.
- Must be extremely detail oriented, collaborative, resourceful, and organized, with the ability to perform independently in a fast-paced team environment.
- Excellent written and verbal communication skills.
- Ability to manage multiple deadlines and projects while prioritizing time and responding to new opportunities quickly.
- Exceptional customer service is essential, including ability to build relationships with internal and external customers.
- Capacity to work independently to organize, prioritize, manage, and successfully execute multiple assignments simultaneously and deal with frequent change or unexpected events.
- Proficiency with Microsoft Office suite. Raisers Edge proficiency preferred.
- Candidates must be able to pass a drug test that screens for marijuana, criminal and driving records investigations, and reference checks.
- The successful candidate will primarily work indoors. Accordingly, the ability to use a variety of equipment including janitorial and office equipment is required. The job requires the ability to stand for extended periods, kneel, reach, bend, and lift objects weighing in excess of 25lbs. Outdoor work and moderate physically demanding activities may be required on occasion. The ability to read and write is necessary to complete reports, properly document program, and organizational data.
- A valid driver's license and ability to be insured under the company's insurance policy is also a requirement.
- Experience using excel, Microsoft Access, SPSS, SQL, and Tableau preferred.

Details:

Status: Full-time, Exempt

Pay Range: Based on experience

Benefits: Health, dental, vision and life insurance, a generous 401(k) matching program, paid time off including holidays and birthday, paid parental leave, professional development opportunities and more.

Interested applicants should submit a cover letter, resume and three professional references to jobs@bgcmd.org. Please include the position title in the subject line of the e-mail.

This position will remain open until filled.