

Senior Manager, Grants

Location: Pittsburgh based

Salary: \$65,000-\$68,000, commensurate with experience

Girl Scouts is the preeminent leadership development organization for girls in kindergarten through twelfth grade, and our mission is to build girls of courage, confidence, and character. At Girl Scouts Western Pennsylvania, we're committed to providing every girl the chance to practice a lifetime of leadership, adventure, and success.

SUMMARY DESCRIPTION

Reports to the Director of Fund Development

Under the guidance and direction of the leadership team and director, develop, plan, direct and supervise grant projects/programs. This position is responsible for writing major grant applications, pre-award coordination of all grant applications, post-award budget development and support for staff in charge of grant-funded projects, seeks opportunities for external sources of funding including grants and foundations, grant-writing training, grant template development, and general oversight of grant development. The Senior Manager serves as a liaison with community members, foundation leaders and program officers, and community organizations. Also provides leadership in the research and identification of organizational priorities.

Responsible for \$350,000 - \$400,000 in grant revenue.

Essential Functions

- Plan and implement strategies to generate financial support by identifying, researching, cultivating, and soliciting private/corporate foundations and state funding sources
- Lead application process including establishing timelines, due dates, and coordinating submission materials
- Work collaboratively with leadership team, management team and staff to secure corporate, foundation, and government funding
- Proactively research and identify grant opportunities that strategically align with Council priorities
- Monitor progress of approved applications and provide communication to funding sources in the form of quarterly, annual, and final reports
- Work collaboratively with the leadership team to create and manage grant budgets
- Manage the Education Improvement Tax Credit (EITC) program
- Help lead strategies and efforts to meet council goals
- Create and maintain all restricted grant budgets
- Facilitate effective grant requests to ensure the long-term stability of GSWPA's outreach efforts
- Perform additional responsibilities as designated by the Director of Fund Development

Requirements:

- 10+ years of fundraising experience specifically in grant writing and management
- Experience in community partnership development in the Pittsburgh region
- 5+ years in management
- Excellent written and communication skills
- Experience in strategic planning
- Strong computer skills in Microsoft Office, Outlook and willingness and ability to learn new systems
 - Expertise in video meeting platforms of Microsoft Teams and Zoom
- Experience in donor databases, preferably GiftWorks or Donor Perfect or other
- Experience developing and managing an annual budget
- Must be organized, detail orientated, and customer focused
- Ability to pay close attention to detail and maintain confidentiality
- Ability and willingness to work and maintain a flexible schedule
- Occasional regional and local travel

Summary and Benefits:

Girl Scouts Western Pennsylvania is one of three Girl Scout councils in Pennsylvania. We are a 501(c)(3) non-profit organization that supports 27 counties in western Pennsylvania and are an Equal Opportunity Employer. Clearances and criminal background checks are required.

Our generous benefit package includes

- A hybrid workweek, which allows up to 3 days of remote work each week
- Health and HSA, dental and vision insurance available
- Company paid life and long-term disability insurance
- Voluntary additional insurance benefit options: short-term disability, cancer insurance, life insurance, and accident insurance
- 401(k) plan, both pre-tax and ROTH options, with employer match
- A generous paid time off policy
- 15 paid holidays annually (office closure between December 24-Jan 1)
- Paid Parental Leave
- Paid Sick Leave
- FSA options for health, dependent care, and parking expenses
- Employee Assistance Program

TO APPLY:

Apply today to be part of our mission to help build girls of courage, confidence, and character, who make the world a better place. **Submit cover letter, resume and**

writing samples to

recruiting@gswpa.org.