



Grants and Donor Communication Manager

Full-time, Exempt position, Target Salary \$80,000

PURPOSE OF POSITION

The Grants and Donor Communication Manager will identify, qualify, cultivate, and solicit foundation, corporate, and government funders to grow revenue for key organizational priorities, and support the development of institutional messaging related to fundraising and community engagement.

The Manager will develop strategies and tools for growing the institutional funding pipeline; have direct responsibility for grant writing and reporting; initiate and manage relationships with institutional funders; and work with internal partners for oversight and reporting on use of grant funding.

The ideal candidate will be a versatile writer and communicator who is comfortable developing and directly implementing strategies to cultivate and manage key funding relationships. A passion for NRC's mission and an understanding of the ways change happens in systems will contribute to your success in the role. A willingness to learn about complex topics and flexibility to work with a variety of internal and external stakeholders is important to success in this role.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING. OTHER DUTIES MAY BE ASSIGNED

- Directly responsible for identifying, qualifying, researching, writing, submitting and stewarding grant proposals to foundation, government, and corporate funders.
- Responsible for creating and implementing a comprehensive grants plan to grow funding from foundations, government agencies, and corporations.
- Actively manage a portfolio of current and potential funders, collaborating with leadership and colleagues across the organization to identify projects and initiatives that align with the priorities and interest areas of potential funders.
- Establish partnerships and strengthen existing relationships with foundation and government grant makers to ensure funding for the key priorities and goals of the organization.
- Work collaboratively with program teams and leadership to obtain information, materials, and data necessary to prepare foundation, corporate, and government grant proposals.
- As needed, participate in the creation and writing of organizational communication materials including but not limited to direct mail appeals, online appeals, brochures, web site content, stewardship letters, marketing materials, speeches and presentations, and other collateral materials.
- Ensure collection of internal program and organizational updates and financial information needed to provide written reports in compliance with grant terms and conditions.
- Actively track and remain aware of priorities of foundation and corporate funders that support work on civic engagement and civility, youth justice, and education systems.
- Work with Director of Fund Development and President to establish annual revenue projections and regularly track progress toward those goals.
- Support the President and Director of Fund Development on special initiatives, projects, and other duties as assigned.

QUALIFICATIONS – KNOWLEDGE, SKILLS, AND ABILITIES

- At least 3 years of relevant grant writing and fundraising experience, including extensive foundation, corporate, and government relationship management.
- Clear demonstrated history of writing successful six-figure grant applications from program-based funders and government agencies.
- Proven success in identifying, qualifying, cultivating, soliciting, and managing relationships with institutional funders.
- Demonstrated history of working with program staff to successfully secure significant national grants to support new and ongoing projects.
- Excellent verbal and written communication skills.
- Strong attention to detail and ability to multi-task.
- Ability to effectively partner with leadership and colleagues to ensure deadlines are met, while navigating multiple priorities and deliverables.
- Comply with the Donor Bill of Rights and AFP ethical guidelines.
- Ability to communicate effectively with various internal and external audiences, including donors, foundation representatives, government officials, program leaders and key stakeholders.
- Familiarity with Raiser's Edge preferred.
- Bachelor's degree or equivalent years of relevant work experience.

ORGANIZATION

The National Conflict Resolution Center empowers individuals, organizations and communities with the skills and resources needed to address conflict, intolerance and incivility in our society.

Headquartered in San Diego, NCRC's work has reached across nine countries on four continents and into six Cabinet-level departments, touching thousands of people each year. We address some of society's most intractable challenges by equipping individuals with strategic communication tools, so they can engage in constructive dialogue – even when the topics and situations are difficult.

NCRC's works to erase hatred, division, and intolerance in all aspects of our society. Through training, mediation, restorative community building circles that bring people together for dialogue, national dialogue events and our leading work to disrupt the school-to-prison pipeline, we believe that by empowering people, we can transform cultures.

For more information, see www.ncrconline.com

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