Job Description: Grant & Foundations Lead

Department: Development, reports to Director of Development

Job Type: Regular full-time, non-exempt from Overtime

Pay Range: $31-$34 per hour DOE

On-site position; occasional evening and weekend responsibilities required

Interested applicants should send a cover letter and resume to careers@blanchethouse.org.

No phone calls please. First application review is October 12th, 2026; position will remain posted until filled.

Position Summary:

The Grant & Foundations Lead is responsible for researching, developing, writing, submitting, and managing grant proposals and reports that advance Blanchet House's mission and strategic priorities. This role will seek to raise **$800,000+ annually** by developing and nurturing **30+ foundation and community funder relationships** and ensuring grant opportunities, submissions, awards, reporting requirements, and compliance obligations are effectively managed.

The Grant & Foundations Lead works closely with the Director of Development, Executive Director, and various teams to translate Blanchet House's programs, outcomes, and impact into compelling proposals and reports.

Qualifications:

- 3+ years of professional experience in nonprofit grant writing, grant management, fundraising, or a closely related field.
- Demonstrated success researching, writing, submitting, and managing grant proposals, including multi-year proposals.
- Strong experience with private and community foundations; familiarity with government grants and funding processes preferred.
- Ability to manage multiple applications, deadlines, reports, and funder relationships simultaneously, maintaining exceptional attention to detail and accuracy.

- Excellent research, writing, editing, storytelling, and communication skills, with the ability to translate complex programs and outcomes into clear, persuasive narratives.
- Experience developing grant budgets and collaborating with different departments.
- Strong organizational and project management skills, including the ability to prioritize competing demands, meet deadlines, and work independently.
- Strong interpersonal and relationship-building skills, with the ability to develop professional relationships with foundation program officers, government representatives, corporate funders, and community partners.
- Proficiency with grant research and management tools and CRM systems, such as Instrumentl and Virtuous, or comparable platforms.
- Preferred: Bachelor's degree in communications, English, nonprofit management, public administration, fundraising, or a related field, or equivalent professional experience.
- Preferred: Experience securing foundation, corporate, and/or government funding for human services, housing, food security, homelessness, behavioral health, workforce development, or other community-based programs.
- Preferred: Knowledge and experience with CFR200 standards and guidelines.

Day–to–Day

1. Grant Research, Writing, and Submission:

- Research and identify funding opportunities from foundations, corporations, community groups, and government entities.
- Develop compelling, funder-specific narratives that communicate Blanchet House's mission, programs, outcomes, and organizational needs.
- Collaborate with program, Finance, and Development teams to gather information, data, budgets, and supporting materials.
- Ensure timely submission of grant applications, reports, and other deliverables.

2. Grant Management, Reporting, & Compliance:

- Maintain accurate records of prospective and active grants, including proposals, awards, funds received, reporting requirements, deadlines, and other relevant details.
- Prepare and submit required grant reports and funder communications, ensuring compliance with funding agreements and deadlines.

- Monitor programmatic, financial, reporting, and documentation requirements and proactively communicate potential issues.
- Track grant spending with the Finance team and ensure funds are used in accordance with approved budgets and grant agreements.
- Develop and maintain systems for tracking grant outcomes, deliverables, and performance metrics.

3. Foundation & Funder Relationship Building:

- Manage a portfolio of 30+ active and prospective foundation and community funders while maintaining an active pipeline of new opportunities. This includes outreach, informal touchpoints, correspondence, site visits, proposals, reports, and stewardship throughout grant cycles.

4. Fundraising Strategy and Support:

- Join a collaborative, fun and hard-working six-person Development team committed to common goals, open communication, and supporting one another.
- Contribute to the Development team's $7.1 million annual fundraising goal, including an internal goal of $800,000+ through foundation and grant efforts.
- Maintain an active grant pipeline and provide regular updates on prospects, submissions, awards, renewals, and anticipated funding.
- Provide grant-related information and analysis to support fundraising planning and organizational decision-making.
- Assess potential government funding opportunities.
- Participate in Development team meetings and contribute to fundraising initiatives and events.

Job descriptions are a summary of a position's duties and responsibilities. They are descriptive in nature and do not define every function of a position.

Big Picture Operations:

- Strive to continually uphold Blanchet House core values and workplace agreements.
- Interact with guests in ways that are trauma-informed, positive and uplifting, and with sensitivity to their lived experience.
- Promote and protect the confidentiality and privacy of volunteer, donor, and Blanchet information.

- Supports the overall success of Blanchet House's fundraising efforts.

Our Benefits:

Eligible benefits include health/dental/vision coverage for the employee; Employee Assistance Program (incl. household members); Simple IRA program with (up to) 3% employer match; generous Paid Time Off/Paid Holiday benefit (>5 weeks in Year 1); enhanced pay opportunities on holidays; paid professional development; a work anniversary bonus; cell phone reimbursement; free meals and parking at Blanchet House.

Our Environment:

Many Blanchet House clients experience physical and/or mental health disabilities, mental health and/or addiction crisis, and trauma. Blanchet House also serves a diverse community, and we serve regardless of an individual's race, ethnicity, religion/faith, gender, sexual orientation, or gender identity. Employees must be willing and able to safely and successfully work in this environment and with marginalized, vulnerable community members.

Physical Demands:

Physical requirements are consistent with physical duties needed from general office staff.

Reasonable Accommodation:

Blanchet House is committed to providing reasonable accommodations for pregnant individuals and individuals with disabilities, including during the application process. If you need reasonable accommodations to participate in the application or interview process, please send an email with the subject line "Reasonable Accommodation Request" to bryan@sasquatchhr.org.

Our Values:

Hospitality - We welcome everyone into our home with kindness and compassion.

Dignity - We respect the inherent value of everyone inside and outside our organization.

Hope - We foster optimism and the belief that good things can happen when we work together.

Integrity - We are honest, reliable, and trustworthy.

Community - We build relationships and strive toward common goals.

Authenticity - We honor everyone's right to be their unique self.

Blanchet House of Hospitality is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, religion, color, sex, pregnancy, national origin, disability, age, gender identification, sexual orientation, genetic information, or any other status protected under applicable federal, state or local law. Our policy reflects and affirms Blanchet House of Hospitality's commitment to the principles of fair employment and the elimination of all discriminatory practices.