

## **Director of Grants**

*Doylestown, PA | Full Time, Hybrid, Salary | \$65,000 - \$70,000*

### **Do you love connecting with people and sharing your passion with others?**

We are looking for our Director of Grants! We spend our days positively impacting the community around us. As our Director of Foundation Giving, you will develop important skills such as communication, leadership and responsibility that will serve you for a lifetime!

### **Some rewards for joining our team:**

- Free YMCA membership - access to all branches!
- Flexible work schedule
- Sweet discounts on child care and summer camp programs
- Medical, Dental, Vision, Disability, and Life Insurances
- Generous Paid Time Off + 6 paid holidays throughout the year
- Planning for your future? Ask us how we do it at the Y- it's awesome!
- Supplemental insurance benefits

### **What is needed for this job as our Director of Grants:**

- Bachelor's degree preferred
- 3+ years of previous fundraising experience with a non-profit organization, specifically in grant work including skill in corporate foundation, private foundation and government funding
- Accountable and goal/deadline/detail-oriented with a proven, successful, grant track record
- Excellent written and verbal communication skills and able to develop high level proposals
- Strong analytical skills, highly organized, motivated and able to work independently and write powerful documents swiftly and competently
- Must have excellent computer skills related to the use of Microsoft Office products (Word, Excel, PowerPoint, etc.) as well as database platforms
- Professional demeanor, positive attitude, and the ability to work well with community, staff and volunteers required
- Ability to maintain confidentiality and handle sensitive donor information

### **The responsibilities we will trust you with as our Director of Grants:**

- Grants and Proposal Management
  - Maintain clean grant proposal files and timetable for all grant and government funding activities for branch/association-wide programmatic and capital support

- Draft high-quality proposals in advance of deadlines, pre-read documents and position papers, grant requests, partnership appeals, letters, emails, to corporations and foundations for capital and programmatic gifts
- Prepare grant budgets and monitor grant expenditures, maintaining all grant tracking mechanisms on a weekly basis
- Draft high-quality reports for grants as required by grant-making entities
- Prepare power points for presentation, reporting and trainings
- Complete and submit government grant renewals (examples include EITC, HUD grants, etc.), new funding requests and reports to the Commonwealth of PA, as well as cities and counties, on the deadline dates
- Interface with staff to ensure compliance of grant proposals and collect and analyze all data to track grant performance
- Research new funding opportunities monthly and identify support agencies for contributed income growth
- Interface with funders and attend meetings/grant hearings as needed to grow relationships
- Special Campaigns
  - Support special and capital campaigns by building foundation and government funding plans
  - Complete proposals to support these campaigns and work with funders
  - Co-manage legislative side of government grants, creating and managing letters of support, alongside the VP of Institutional Advancement
  - Stewardship/Government Advocacy/Cultivation Activities
  - Steward all foundation gifts through quarterly contact, follow-up, providing outcome reports and conduct on-site mission tours.
    - Administer all corporate, foundation and government gifts, collaborating with finance to record gifts. Ensure that all acknowledgments are completed and to maintain donor records/files

### **What you can expect:**

- Support from an amazing team
- Opportunities to learn & grow at the YMCA
- Being a part of a non-profit organization that works to make the community stronger
- Great members to work with everyday!

**YMCA is an Equal Opportunity Employer** All Qualified Women, Minorities,  
Persons with Disabilities, and US Veterans Encouraged to Apply

**After reading this, if you're thinking this is me- we want to meet you!** Get  
the ball rolling with our quick, 3-minute online application.