

Position Title : Grants & Contracts Director
Organization : Boys & Girls Clubs of Buffalo
Salary: \$65,000 to \$80,000r
AFP-WNY Post Date :12/18/23

DEADLINE TO APPLY: OPEN

GRANTS & CONTRACTS DIRECTOR (Full-time, Non-exempt)

Position Summary

The Boys & Girls Clubs of Buffalo is in search of an experienced Grants & Contracts Director.

The successful candidate will be responsible for conducting grant research, grant writing, grant management, and grant reporting to ensure that Boys & Girls Clubs of Buffalo has operating revenue to support its mission of serving youth. The successful candidate will be involved in writing, submitting, and evaluating grant proposals and applications, as well as overseeing and administering outcome measurements. The Grants & Contracts Director will work closely with the CEO to ensure the organization's grant needs are met through Government support as well as private foundations.

Key Responsibilities

- Develop and write grant proposals to Government Agencies and Private Foundations as well as other grant-making organizations, persuasively communicating the organization's mission and programs to potential funders.
- Maintain a sound knowledge and understanding of the organization and its mission, specifically focusing on youth development to conduct grant research, and identify likely funding sources for specific projects, programs, and organizational needs.
- Gather information from internal program personnel to ensure a clear understanding of project or program concepts for funding purposes.
- Maintain and implement funding calendar activities, reporting deadlines, and cultivation activities.
- Coordinate with the Finance Manager, Program Managers, and Accounts Manager to ensure compliance with all grant/contract requirements, including reporting
- Provide regular progress updates to the CEO or designee and prepare prescribed reports as directed.
- Demonstrate high-quality grant writing skills that converts data into compelling stories and program outcomes.
- Work with BGCB Accounting & Finance departments to prepare quarterly and annual financial statements, appropriate accounting of expenses, reimbursements, and restricted revenues of grants and accounts.
- Perform other relevant duties as assigned or requested.

Qualifications

- Bachelor's degree from a regionally-accredited institution of higher learning in business, human or social services, or a related field of study.
- A minimum of five years of proven success in Grant Writing, Program/Project Management, and Grant Administration.
- Advanced knowledge of Microsoft Office Suite, training and development, public speaking, grammar and proofreading skills, as well as exceptional accuracy.
- Strong communication and interpersonal skills, verbal and written.
- Ability to work independently while fostering a culture of teamwork, work with strict adherence to deadlines.
- Proficient in researching, interpreting, and analyzing diverse data and possess the ability to work collaboratively and independently to achieve stated goals.
- Strong multi-tasking, time management, and organization skills.

Please submit a resumé and cover letter to Jennifer Mickens, Director of Human Resources, at jmickens@bgcbuffalo.org