



Position title: Grants Manager
Location: JA of Greater Cleveland and JA of North Central Ohio
Career Level: P1

POSITION OVERVIEW: The Grants Manager will be an integral part of our team, responsible for developing and writing grant proposals to grant-making organizations and will persuasively communicate JA's mission and programs to potential funders. Reporting to the Development Directors of both locations, the Grants Manager will assemble and submit grant requests, establish and maintain personal contact and relationships with grant contacts, conduct prospect research, and maintain a calendar of submissions and other deadlines.

This is a full-time position for two JA Ohio areas with time being equally split. One office day per week is required at JA Greater Cleveland and JA of North Central Ohio.

PRIMARY RESPONSIBILITIES

- Conduct thorough research to identify potential grant opportunities from government agencies, private foundations, and other grant-making organizations relevant to the goals of both JA organizations.
- Write, submit, and manage grant proposals, ensuring they are well-written, compelling, timely, and reflect the needs and objectives of Junior Achievement Greater Cleveland and Junior Achievement North Central Ohio as appropriate.
- Work closely with Development and Program teams to gather information necessary to report to corporate/foundation funders on current grant programs.
- Maintain proficient knowledge of the organizations' history, programs, and strategic priorities to effectively communicate the mission and interests to a broad audience.
- Manage the grant submission process, including preparing and organizing materials for proposals, and submitting and monitoring grant applications.
- Establish and maintain personal contact and relationships with foundation contacts and program officers.
- Maintain a calendar to ensure timely submission of letters of inquiry, proposal deadlines, and reports.
- Ensure prompt acknowledgment of foundation gifts.
- Maintain current records in database and other required files, including grant tracking and reporting.
- Assist with other fundraising projects as requested.

SKILLS & QUALIFICATIONS

- Bachelor's degree required.
- 5 or more years of grant writing experience.
- Experience with Instrumentl & Microsoft Dynamics is a plus.
- Experience in one or more of the following preferred: sales, development, event management, and marketing.
- Competitive and results driven.
- Strong relationship management skills with the ability to work with a variety of constituents, including CSuite executives, corporate sponsors, special event committee members, vendors, volunteers, and participants.
- Demonstrated ability to create and execute strategy to achieve desired results.
- Excellent organization and strong written, oral and presentation skills.
- Ability to work independently and in a team environment.
- Ability to multi-task and adapt in a fast paced frequently changing environment.

About Junior Achievement

Junior Achievement's (JA) mission is to inspire and prepare young people to succeed in a global economy. JA is the world's largest organization dedicated to educating young people on financial literacy, workforce readiness, and entrepreneurship through programs taught by trained corporate or community volunteers in schools and at after-school sites throughout the world. Together with our school, business, and community partners, Junior Achievement of North Central Ohio draws on its 70+ year history to prepare today's youth for the workforce of tomorrow.

Corporate Culture Statement

We hire the best people, not just the best talent. We work together as one team to deliver our mission. We treat each other with respect, communicate clearly, value diverse opinions, and challenge the status quo on our quest for continuous improvement. We value our people and offer them competitive compensation/benefits, schedule flexibility, and purposeful professional/personal development opportunities. We treat all our stakeholders as important contributors to our goal of delivering on our mission to inspire and prepare young people to succeed in a global economy. JA provides equal employment opportunities for all applicants. We do not discriminate against any individual or group of individuals on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, or veteran status. We encourage applications from candidates who can complement our diversity, equity, accessibility, and inclusion work by offering unique perspectives and understanding of issues impacting groups that have been traditionally under-represented in the field.

The above position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.