

OLIVER SCHOLARS

GRANT MANAGER

MISSION STATEMENT: Oliver Scholars prepares high-achieving Black and Latinx students from underserved New York City communities for success at top independent schools and prestigious colleges. We provide crucial support for our Scholars so they can realize their full potential and ultimately give back to the city, the nation, and the world.

Position and Summary Reporting: Reporting to the Chief Development Officer, the **Grant Manager** oversees the grant administration process, from identifying opportunities, preparing, and submitting proposals and reports, and helping manage relationships with institutional funders. The role requires strong creative, persuasive writing skills and the ability to independently research compelling data in support of case-building. The Grant Manager has both an internal and external role and must be detailed-oriented, have strong follow-through skills, able to prioritize multiple assignments, and have excellent organizational and interpersonal skills.

RESPONSIBILITIES:

- Developing relationships and collaborating with key stakeholders.
- Displaying adherence to organization's mission.
- Maintaining proficient knowledge of organization's history and programs.
- Assisting with the execution of development department's strategy.
- Develops proposal by assembling information including project nature, objectives/outcomes/deliverables, implementation, methods, timetable, staffing, budget, standards of performance, and evaluation.
- Prepares proposals by determining concept, gathering, and formatting information, writing (including revisions and edits) drafts, and obtaining approvals for final submissions.
- Draft grant proposals, interim and final grant reports, and related materials to a high standard of quality, shepherding them through the in-house review and approval process to ensure all deadlines are met.
- Meets proposal deadline by establishing priorities and target dates for information gathering writing, review, approval, and transmittal.
- Manages and monitors tracking data need to complete grant reports.
- Maintain a grants calendar to monitor progress and ensure deadlines are met.
- Communicate and liaise with potential funders and existing institutional donors.
- Register for Government grant and contract opportunities.
- Write sponsorship packages for corporate donors.
- Research and identify new funding opportunities (foundations, corporate, and government).
- Manage grant file records, online (Raiser's Edge and Shared Google Drive) and hard files.
- Updates job knowledge by participating in educational opportunities; maintaining personal networks.
- Update Oliver Scholars profile on compliance sites (e.g., Better Business Bureau, Guidestar, etc.)

QUALIFICATIONS:

- Bachelor's degree in Creative Writing, English, Nonprofit Management and/or related field
- 3+ years grant writing experience
- Ability to manage and meet deadlines
- Minimum 1 year experience managing grants and executing reports.
- High attention to detail
- Ability to craft compelling, persuasive, and creative content
- Strong research skills
- Ability to work effectively independently.
- Excellent computer skills including Google Suite.

DESIRED COMPETENCIES

- **Ethics** - Treats people with respect; Keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.
- **Adaptability** - Adapts to changes in the work environment; willing to learn new techniques and procedures; Manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- **Innovation & Initiative** - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention; Looks for and takes advantages of opportunities.
- **Planning/Organizing & Project Management** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans; Communicates changes and progress; Completes projects on time and budget.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

A diverse workforce and open culture are at the heart of our organization and vital to our success. Oliver Scholars is an equal opportunity/affirmative action employer.