



**Position: Grants Manager**

**Reports to:** Senior Director of Philanthropy

**Hours:** Full time

## THE ORGANIZATION

Book Trust is a national early literacy 501(c)3 organization whose mission is engaging every child in book choice and ownership, cultivating literacy-rich communities. Book Trust's vision is that every child discovers the joy and power of reading to create limitless possibilities. In the 2018-2019 school year, Book Trust will provide approximately one million books to 57,000 underserved students. We collaborate with Scholastic Book Clubs, school districts, and teachers to deliver our program in 21 states across the country.

## POSITION SUMMARY

The Grants Manager position on the Development Team is primarily responsible for researching, developing and writing proposals, managing data, timelines and reports for Book Trust funders and partners in order to support program activities at the organization. Contract and database management, with attention to details and deadlines is key.

## RESPONSIBILITIES

- Act as lead writer on all grant proposals; lead research & data gathering for proposals
- Research grant and contract opportunities
- Interpret funding agency guidelines for Senior Director of Philanthropy and Book Trust Leadership
- Craft, review and edit letters of Intent, abstracts, and full proposals, including budgets
- Analyze potential funding opportunities and provide guidance on pursuing RFPs; ensure alignment with Book Trust priorities, strategic plan, and other considerations
- Provide supporting documentation to Leadership regarding upcoming RFPs including proposal abstracts, recommendations about pursuing solicitations, and researching supporting proposals
- Provide monthly grant and contact activity reports and updates; assume responsibility as assigned, work collaboratively with Finance and Program staff
- Collect and manage reporting data and program service delivery information for all assigned contract/grant reporting (monthly, bi-annual, annual, and final)
- Develop & implement report procedures in keeping with grant/contract guidelines
- Create & refine reporting and data tracking systems for current and future grants/contracts
- Collaborate closely with Program staff to obtain timely reporting content
- Manage all electronic reporting portals and other web-based reporting systems, with particular focus on attention to details
- Other duties as assigned

## REQUIREMENTS AND QUALIFICATIONS

- Bachelor's degree in nonprofit management, business administration, communications or related field.
- 3+ years experience writing grant proposals.
- Demonstrates a passion for the organization's mission.
- Knowledge of and experience with not-for-profit revenue streams, philanthropic contributions, including corporate and government funding.
- Excellent organizational skills and detail-oriented focus.
- An effective and open communicator, with high-level oral and writing skills.
- A sense of humor and ability to work collaboratively in a team environment.
- Knowledge of relationship databases are a plus, particularly DPO.
- Experience implementing grant documentation systems and reporting procedures.
- Knowledge and experience in developing grant-funded budgets and tracking all reporting requirements/timelines.
- Proficiency in MS Office, particularly Excel.
- Demonstrated experience in developing and sustaining collaborative working relationships.
- Demonstrated ability to organize work load, maintain several projects of equal priority at once, and sustain productivity and accuracy under pressure.
- Understanding of working with and maintaining confidential information.
- Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback, contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to success.
- Professional and mature demeanor with strong ethical standards and ability to adapt to change.

## WHAT WE OFFER

- A competitive benefits package.
- A collaborative work environment in a growing organization and the opportunity to make an impact in the education and nonprofit sectors.

## TO APPLY

Interested candidates should send a cover letter and resume to the organization's President and CEO, Tiffany R. Kuehner: [jobs@booktrust.org](mailto:jobs@booktrust.org). Applications will be reviewed on a rolling basis until the position is filled. Please refer to the Grants Manager role in the subject line.

Book Trust is an equal opportunity employer.