

Grants Manager

Bergen Volunteers, a 55-year old nonprofit 501(c)3, is seeking a Part Time Grants Manager to join our dynamic, growing organization. Our organization strengthens communities through direct service programs, volunteer matching, civic leadership, and community engagement. Bergen Volunteers is a community hub, matching resources with needs and needs with resources. We are a fast paced, vision driven team, building demand and urgency for our programs and services. We believe in excellence in output of communications and services as we tell our story to the world. Join our “community center without walls” as we expand, so that we may continue to improve lives for years to come.

Duties and responsibilities:

- Research, write and assemble grant proposal/funding requests, with key input from program managers and other staff
- Coordinate with relevant staff in order to solicit timely and appropriate input/review of grant proposals prior to submission deadlines
- Review guidelines for all foundation proposals and reports to make sure all submissions are accurately formatted and include all required information, including budgets and materials
- Manage the grant proposal calendar
- Maintain and expand current pipeline to reflect all grant activity including letters of intent and foundation solicitation
- Work with the Development Director, PR Manager, Special Projects Manager, and CEO to track donor reporting needs, deadlines, records of all corporate/foundation interactions e.g. grant agreements, reporting requirements/documentation of calls and meetings and action items
- Complete impact reports to government, foundation, and corporate donors by working with the program managers to track outcomes and collect impact stories, and Finance for financial reporting requirements
- Work with the Development Director to manage donor cultivation, solicitation and stewardship strategy
- Track current grant cycles and renewal processes and ensure stewardship to guarantee continued funding, including managing grant benefits (logos, acknowledgements, institutional responsibilities)
- Conduct targeted research to identify new institutional funding
- Maintain and update records of grant activities into Raisers Edge
- Support general fundraising activities, as needed
- Assist with project development

Qualifications

- Bachelor's degree.
- At least 2 years of grant writing and development experience
- Excellent written and verbal communication skills
- Experience with budgeting and budget development. Basic financial management skills.
- Team player with exceptional interpersonal skills

- Self-starter, motivated, and able to take initiative in all situations; ability to function effectively in a fast-paced, entrepreneurial and inclusive environment.
- Ability to organize and complete multiple tasks simultaneously with close attention to detail and prioritization to meet deadlines
- Excellent attention to detail and organizational skills.
- Advanced computer skills; database and/or Raisers Edge experience a plus.
- Ability to work well independently with minimal supervision and as part of a team; work well with diverse styles and personalities.

Job Details

- Reports to: Director of Development
- Job Location: Hackensack, NJ
- Starting Salary: Commensurate with experience
- Hours/Week: 25 hours, onsite
- Education: Bachelor's degree required
- Years of Experience: Minimum two years of experience in grant writing and development

Location is not handicap accessible. Applicants must be able to walk upstairs.

To Apply

Please submit the following to Nina Bachrach, CEO Bergen Volunteers, subject line: Grants Manager Position to jobs@bergenvolunteers.org

1. A thoughtful cover letter outlining your interest in the position and how your qualifications align with the above requirements and Bergen Volunteers' mission
2. Current resume
3. Writing sample or sample of successful grant narrative (redacted)

Due to the volume of responses, only candidates selected for an interview will be contacted.