



Grants Manager Position Description

The Grants Manager is responsible for overseeing Northwestern Settlement's portfolio of foundation and competitive government grants. A wide degree of creativity and latitude is expected as well as a professional demeanor and presentation. This work is essential to the success of the development team and reports directly to the Director of Development.

Key Responsibilities:

Grant Writing

- Manage and grow portfolio of foundation and government grants; write proposals and letters of inquiry
- Coordinate with program staff to prepare and submit all grant reports
- Cultivate prospective funders through research, written solicitation, cold calling, and team support

Donor Stewardship

- Maintain institutional funder files in Total Info database
- Coordinate site visits with internal staff and manage relationships with program officers
- Assist development staff with corporate volunteers and event

Supporting the Development Department

- Provide content as needed for slide decks, the annual report, etc.
- Participate on Resource Development Committee
- Evening and weekend availability for events; access to individual transportation is a plus

Preferred Qualifications

- Bachelor's Degree in English, Journalism, Communications, or related field
- At least three years of full time work experience in nonprofit development
- Exceptional writing, proofreading, and editing skills; knowledge of MS Office and CRMs
- Broad knowledge base of the Chicago philanthropic community for education, social services, and the arts
- Demonstrated success in working as a member of a team and developing effective relationships with Board members, staff, volunteers, donors, and other stakeholders
- Commitment to ethics in working with confidential and sensitive information
- High degree of professionalism and excellent interpersonal communication skills
- Ability to multi-task and work in a fast-paced collaborative environment
- Commitment to Northwestern Settlement's mission and the ability to effectively communicate it to current and potential stakeholders

BENEFITS

Comprehensive benefits package including medical, dental, vision, 401k, and paid maternity leave.

HOW TO APPLY

Please submit cover letter, resume, a writing sample, and salary requirements to nushdevelopment@gmail.com.