



Job Description

Job Title: Grants Manager
Department: Development
Reports to: Chief Development Officer
FLSA Status: Exempt

Salary: \$48,000

To Apply: Email cover letter, resume, and writing sample to Mary Coy, Chief Development Officer, at mcoy@inspirationcorp.org

OVERVIEW

In an atmosphere of dignity and respect, Inspiration Corporation connects people and creates opportunity through access to social services, job training, housing, and food. Each year, Inspiration Corporation works with hundreds of resilient Chicagoans who face systemic disparities and inequities, such as homelessness, hunger, and social isolation.

In order to help individuals and families overcome these barriers, we provide dedicated support coupled with housing, job training, scholarships, meals and engagement services. Inspiration Corporation meets people where they are in life, helping them access the support they need and achieve their personal goals. Inspiration Corporation programs are voluntary, and all service needs and goals are participant- driven. Our case management philosophy is strengths-based and trauma-informed. Inspiration Corporation practices harm reduction and focuses on reducing or minimizing the harm associated with high-risk behavior through motivational interviewing.

At Inspiration Corporation, employees live this mission by demonstrating the following Core Values. Inspiration Corporation believes that these Core Values are what makes the organization one of Chicago's leading facilitators of personal transformation, and a great place to work:

1. Communicate honestly
2. Act with compassion
3. Pursue growth and learning
4. Be humble
5. Take care of ourselves so we can help others
6. Work greater together
7. Create a fun and productive environment

POSITION SUMMARY

The Grants Manager is responsible for solicitation and stewardship of support from institutional donors, working closely with the Chief Development Officer and members of the Development team. Primary responsibilities include working with program and finance staff to develop content and write grant proposals, reports, letters of inquiry and other communications to trusts, foundations, and corporations as assigned.



This position requires outstanding written and verbal communication skills, excellent judgment and ethics, the ability to work in a team environment as well as independently, strong multi-tasking and organizational skills and ability to problem solve. The Grants Manager reports to the Chief Development Officer.

GENERAL

- Demonstrate Inspiration Corporation's Core Values.
- Exhibit professionalism and high standards in all aspects of performance.
- Communicate with donors by phone, e-mail or in person to explain Inspiration Corporation and its work, and solicit or accept donations on behalf of the organization.
- Represent Inspiration Corporation at other events, including staffing tables, public speaking, etc.
- Provide "day of" assistance at development events.
- Represent Development Department on internal committees and work groups as requested.
- Attend regularly scheduled departmental meetings and cross-agency team meetings and enlist support when needed.
- Work with all departments as appropriate to ensure that the needs of the agency's participants are addressed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned:

CORPORATE AND FOUNDATION COMMUNICATIONS

- Together with the Chief Development Officer, regularly communicate with institutional partners to keep them informed on the organization's work and other important issues affecting our participants.
- Ensure corporate and foundation partners are properly recognized for their support, including; web and annual report listings, social media promotion, and sponsorship benefits.
- Work with corporate responsibility officers at partner companies and representatives for religious or other community organizations to increase involvement, including making connections to volunteer opportunities, exploring in-kind giving opportunities, and making presentations to partner organizations.
- Participate in site visits with organization representatives.

GRANTS MANAGEMENT

- Prepare and submit timely proposals, letters of inquiry, reports and other correspondence.
- Identify, research, and pursue prospective institutional funders.
- Maintain grants calendar; monitor progress and ensure that all deadlines are met.
- Package program and financial information in a manner that is transparent and appealing to funders.
- Develop boilerplate language to be used in most grant proposals, including organizational background and history, program descriptions, explanations of systems, contextual data identifying need, demographic information, etc.
- Prepare and submit applications for awards, contests, and other one-time opportunities for organizational recognition.



- Maintain donor files, records, and notes in the organization's Raiser's Edge fundraising database.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION, EXPERIENCE & SKILLS: Bachelor's degree from an accredited four-year college or university preferred; Computer skills essential. Strong writing skills required. Two years of work experience or equivalent academic experience strongly preferred.

LANGUAGE SKILLS: Must be able to read, analyze, and interpret common technical journals, financial reports, and legal documents. Must be able to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Must be able to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS: Must be able to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Must be able to define problems, collect data, establish facts, and draw valid conclusions. Must be able to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit and talk or hear.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Maintains standard office hours. Attends evening, weekend, and early morning meetings and functions as required.

Inspiration Corporation is an equal opportunity employer.