

Grants Manager

IGNITE is a national, non-partisan 501c3 that is building a movement of young women who are ready and eager to become the next generation of political leaders. IGNITE offers civic education, exposure to elected women, hands on training and work opportunities, and a peer network of women who support each other's aspirations.

IGNITE has a national office (located in Oakland, CA) that is responsible for:

- Developing and codifying IGNITE programs, packaging them and making them digitally available;
- Developing a national communications calendar (including social media) and writing all communications;
- Developing national partnerships;
- Working in partnership with staff to prepare individual, foundation and corporate proposals;
- Working in partnership with staff to raise individual contributions from supporters across the US;
- Securing corporate sponsorships to support national-scale work; and
- Developing annual budgets and managing all agency resources.

In addition, IGNITE has staff in Seattle, Washington DC, Northern California, New York City, Dallas and Houston, Texas as well as Fellows who implement IGNITE programming in the following regions: Atlanta, Birmingham, Boston, Denver, Fresno, Los Angeles, Milwaukee, Minneapolis, New York City, San Antonio, Seattle, Chicago, Washington DC.

This is a full-time, remote position. The hiring range for this position is approximately \$50,000-70,000/annually.

About The Opportunity:

Under the direction of the Chief of Resource Development and Communications, IGNITE's Grants Manager works alongside the Development team to increase institutional giving revenues which will allow IGNITE to meet its operations and program needs and objectives on an annual basis and beyond. This position is responsible for managing and growing institutional partnerships and carrying out all activities related to the organization's institutional/foundation-focused fundraising.

Primary responsibilities of the Grants Manager include but are not limited to the following:

- Conducting ongoing prospect research and analysis of new grant opportunities; liaise with foundation and institutional staff through phone calls, meetings, etc. and serve as an ambassador for the organization;
- Maintaining a work plan of planned grant submissions;
- Serving as lead writer and editor for all grants, and coordinating review of each grant by key staff;

- Developing and reworking narratives about all aspects of the organizations work to align with a diverse array of funding opportunities;
- Working closely with development and program staff to define outcomes and indicators for each new grant;
- Working closely with the Programs and Operations teams to pull necessary program-related data to inform/include in grant submissions;
- Working closely with the Operations team to craft accurate budgets and financial reports accompanying grant proposals and reports, and to keep them updated on all grants awarded and pending for cash projection purposes;
- Managing the grants calendar and monitoring the grant reporting schedule to ensure that upcoming deadlines are met and that deliverables are completed on time;
- Writing and editing program-specific grant reports;
- Working closely with the Programs team to pull necessary program-related data needed for grant reports and funder communications;
- Interviewing current and past IGNITE Fellows about their experience with our programs, and crafting external-facing communications based on personal stories;
- Work with the Communications team to design fundraising materials, as appropriate;
- Attending events and conferences to liaise with institutional partners and prospective partners, serving as a strong representative for the organization and its work; and
- Other duties, as assigned.

Candidate Profile & Qualifications:

- BA/BS or equivalent amount of work experience.
- 5+ years of experience in grant writing at a similar, fast-paced, nonprofit organization.
- Proficiency in Microsoft Office software as well as Google Suite (Gmail, Google Calendar, Google Drive, Google Docs).
- Proficiency with a CRM or similar data management software.
- Ability to distill complex political concepts and projects into compelling narrative.
- Creative, inspiring, and strong writer, unafraid to bring new ideas and new ways of communicating about our work to the world.
- Ability to write for different audiences and to adapt and change writing styles.
- Strong project management, delegation, and coordination skills.
- Flexible, adaptable, and able to prioritize multiple projects given organizational needs;
- Team-based and collaborative approach to work.
- Excellent problem-solving skills.
- Passion for addressing racial, gender, and economic injustices and systems change and a commitment and dedication to dismantling unjust systems.
- Enthusiastic, and willing to learn and try new things.
- Responsible and reliable, with a strong work ethic.
- Excellent time management and organizational skills.
- Ability to protect the mission, goals and values of IGNITE.

To apply, please email a cover letter and resume to Amanda Conlee, Chief Operating Officer, at

amanda@ignitenational.org.

IGNITE is committed to making reasonable accommodations for all employees. Anyone with disability related barriers is encouraged to apply.

IGNITE is an equal opportunity employer fully committed to creating an environment and team that represents a variety of backgrounds, perspectives, styles, and experiences. We encourage all to apply because we believe a diversity of voices leads to better discussions, decisions, and outcomes for everyone.