**Position: Grants and Corporate Giving Manager**

**Hours: 40 hours per week, Monday-Friday**

*Evening and weekend work is sometimes required in this position.*

*Flexible scheduling, some overtime may be requested.*

**Compensation:** $45,000-$53,000

**Supervision:** *This position reports to the Director of Development*

**YWCA Helena Mission:**   
YWCA Helena is committed to preventing homelessness, providing safe and supportive housing for women and children experiencing homelessness, and providing services that restore hope, self-sufficiency, and happy, healthy lives. Together with YWCA USA and YWCA’s across the country, we are dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom and dignity for all.

**Summary:**

The Grants and corporate giving manager is responsible for managing a comprehensive grants program at YWCA Helena, conducting the full range of activities required to prepare and submit timely, accurate, compelling, polished proposals (including budgets) to foundation, corporate and government sources. This position is part of the team responsible for creating a positive and meaningful experience for those who partner with YWCA Helena. The Grants and Corporate Giving Manager is a professional who plays an important role in supporting YWCA Helena’s short and long-term, mission-focused goals. This is a high-performing position, requiring excellent writing and research skills, excellent organizational development skills and effective relational qualities that can be applied toward building constructive relations in all segments of the community. This position works closely with the administrative team in planning and executing donor acknowledgements and developing strategy for grant acquisition. This position will be cross trained in database entry, processing donations and accurately entering detailed, confidential donor information for use by YWCA Helena. As part of the development team, this position provides support of other fundraising and department initiatives, activities, and acknowledgements.

**Responsibilities:**

* Leads the agency in its expanding grant strategies and oversees grant program and calendar
* Research prospective grant sources (private, corporate and government) compatible with YWCA Helena’s mission, values, and programs in support of the agency’s strategic and programmatic goals and scheduling prospects into an annual grant strategy.
* Coordinates the development of grant requests by establishing timelines that outline tasks, assignments and deadlines; meet all deadlines; facilitate timely communications with program leadership
* Collaborates with staff to ensure the accurate collection and reporting of project/program goals, objectives and performance outcomes requirements.
* Maintains grant writing portfolio of 3-7 grant proposals per month, depending on complexity and workload
* Supports relationship building and stewardship between organization and funders
* Drafts and edits high quality, compelling grant proposals, grant reports and acknowledgment letters.
* Ensures compliance with funder requirements as outlined in each grant and contractual agreement.
* Provides regular written updates (newsletter etc) to corporate and foundation donors
* Manages and grows relations with our local business community – creating support and sponsorship for YWCA events and programs.
* Management of all corporate sponsorships for events and annual support including prospect identification, solicitation, and stewardship
* Maintains current records in database and in paper files, including grant tracking, sponsorship and reporting
* Works with development team towards shared team goals, such as development of an annual report, campaigns and events.
* Holds a comprehensive understanding of the priorities of YWCA Helena and makes a persuasive oral and written case for support of key programs and projects
* Provides quarterly performance reports to the Executive Director and Board of Directors
* Participates in staff and development team meetings and activities
* Provides development support helping with gift entry and donor acknowledgements
* Other duties as assigned

**Qualifications**

A belief in the mission of YWCA Helena and positive attitude toward YWCA Helena clients will be the most important key to success. Meeting the strong social justice component, that all positions within YWCA Helena hold, requiring critical thinking through the lens of racism and intersections with poverty and the justice system. Knowing the core principles of YWCA Helena and grounding those principles in everyday work.

In addition, the ideal candidate will possess the following qualifications

* Superior interpersonal skills (written and verbal) needed to interact with staff, board members, volunteers, and corporate and foundation donors
* Effectively manage competing priorities and deadlines, prioritize, and fulfill commitments
* Grant writing and reporting experience in a non-profit setting
* Be organized, flexible, creative, and willing to learn
* Know how to work independently and as part of a team that knows how to have fun and thrive with a high volume of deadline driven tasks.
* Be able to firmly commit to and work to achieve the mission of YWCA Helena
* Strong attention to detail, strong editing and problem-solving skills
* Be able to work at a desk with a computer for long periods of time
* Proficiency in Microsoft Word and Excel
* Database knowledge and experience
* Demonstrated professionalism, integrity, and ethical behavior with regard to confidentiality
* Ability to speak effectively before individuals, public groups, and employees of the organization
* A commitment to eliminating racism, empowering women, and promoting peace, justice, freedom, and dignity for all.

**How to Apply:**

Please submit cover letter, resume, and three professional references to [kellie@ywcahelena.org](mailto:kellie@ywcahelena.org).   Priority consideration given to applicants who submit materials before August 1, 2022.  Position will remain open until filled.