

CORPORATE & FOUNDATIONS GRANT MANAGER

Based in Boston, MA

Boston Uncornered is looking for highly motivated, resourceful and talented individuals to join our growing team and movement. We are a Boston-based nonprofit leader in gang-intervention, equipping gang-involved young people (Core Influencers) with the attitude, skills and experience to graduate from college and become positive leaders in their community. Boston Uncornered is a \$3.3M organization poised to be a national model to use education to redirect the entrepreneurial, networking and leadership skills of gang-members from violence (and recidivism) to drive positive change that shifts social norms in our neighborhoods – *empowering Core Influencers to become the solution to the chronic cycles of violence and poverty in our communities.* .

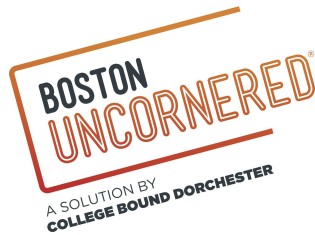
THE OPPORTUNITY

The role is designed to increase the visibility of Boston Uncornered with private institutional sources. As our Corporate and Foundation Grant Manager you will report to the Director of Development and aid in the implementation of strategies to engage current and prospective donors, work with department staff, focus on identifying prospects, proposal development, and reporting on grants . A team player, the role is able to support or jump into new projects quickly, think creatively, and manage day-to-day tasks to meet near- and long-term goals. You will be most successful in the role if you are highly motivated by the mission of Boston Uncornered and are committed to supporting our work with proven-risk youth to help them realize their full potential.

Roles and Responsibilities

Development

- Support strategy and implementation of Development Team’s initiatives and priorities.
- Research funding associated with Boston Uncornered’s current goals and priorities.
- Write and submit all proposals, grant applications and reports.
- Manage the Development funding calendar.
- Research the donor landscape to help implement appropriate fundraising strategies to advance corporate/foundation giving campaigns.
- Generate grants/reports that are clear, concise, and complete, in a manner that accurately reflects the organization’s goals and funder specifications.
- Ensure that all program activities meet funder’s standards and regulations.
- Steward relationships with existing donors and develop relationships with new donors.
- Schedule, prepare and attend meetings/site visits with prospect and current donors.
- Oversee and ensure integrity of donor management database (Raiser’s Edge).
- Fulfill all outlined and related functions in a professional, timely, and thorough manner.



Professionalism and Ongoing Learning

- Serve as a Boston Uncornered ambassador, representing the organization and movement at various events, trainings and meetings.
- Participate in all team and staff meetings and other required organization meetings/events.
- Participate in relevant required trainings and seek out training opportunities that support professional development.
- Adhere to all protocols and norms for communication and professional conduct.
- Fulfill all outlined and related functions in a professional, timely, and thorough manner.
- Complete other duties related to this position as assigned by your supervisor.

Qualifications & Experience

- Bachelor's degree or 3-5 years of equivalent experience
- Demonstrated skill and experience with development and fundraising, including grant prospecting, writing, donor solicitation and management.
- Detailed planner with the ability to structure a large and multifaceted workload and navigate within varying degrees of ambiguity in a fast-paced environment
- Knowledge of Google Apps and Microsoft Office Suite
- Ability to work independently in a self-directed manner and in collaboration with others
- Excellent written and verbal communication skills and strong interpersonal skills
- Experience with database and grant tracking systems is a plus (Raiser's Edge)
- Excellent follow through and ability to meet deadlines in a fast paced environment
- Action-oriented and adaptable problem-solver with the ability to exercise professional judgment to find solutions to problems as they arise
- Experience and desire to work in a mission driven organization undergoing organizational change and growth

Compensation and Benefits

Boston Uncornered is an Equal Opportunity Employer and offers a competitive benefits package including medical, dental and vision plans, unlimited paid time off and tuition scholarship opportunities.

Compensation is \$55,000 - \$65,000.

Successful candidates are mission-driven, entrepreneurial and solutions-oriented with a desire to work in an organization committed to strategic change and growth.

If interested, please forward your cover letter and resume to debbie@uncornered.org.