Grant Writer (Manager of Corporate and Foundation Relations)

About God’s Love We Deliver

For people living with severe illness in the New York City metropolitan area, God’s Love We Deliver provides nutrition therapy, and cooks and home delivers medically tailored meals. We are a non-sectarian organization. All of our services are provided free to clients and full of love.

God’s Love We Deliver requires all employees to be fully vaccinated against COVID-19 unless they are eligible for an accommodation based on a medical condition or sincerely-held religious belief.

About the Role

The Manager of Corporate and Foundation Relations focuses on corporate and foundation fundraising for God’s Love We Deliver. The Manager of Corporate and Foundation Relations researches prospects, builds relationships with corporate and foundation partners, and prepares and submits letters of inquiry, grant proposals, budgets, final reports, and other correspondence. The Manager of Corporate and Foundation Relations works with the Development team to set and achieve goals, plan strategy, and manage more than 100 corporate and foundation relationships.

God’s Love We Deliver offers a competitive compensation package which includes:

- Benefits: Excellent Health, Dental, and Vision insurance at low cost to employees. Option to enroll in pre-tax Commuter Transit, Flexible Spending Account, and Health Savings Account.
- Retirement Savings Plan: 403B with up to a 2% match each pay period
- Paid Time Off including
  - 15 Days of annual Paid Vacation Time Off in first year of employment, increasing with length of service
  - 12 days of annual Paid Sick Time
  - 10 paid holidays
- A rewarding work environment: Supporting our operations providing nutritious meals to New Yorkers living with severe illness.
- A collaborative work environment: Everyone works together to contribute their talents and their ideas.
- A fun work environment: Periodic staff lunches and Happy Hours; an annual staff retreat to focus on team learning and team-building; a fun Holiday Party to celebrate our staff
- An inclusive work environment: Celebrating diversity, equity and accessibility, valuing the unique perspectives and life experiences that all employees bring to work.
- This is a hybrid position allowing for some remote work and requiring regular in-office workdays.
- This is a Full-Time exempt position, paying $68,000-$75,000 annually.

Essential Duties and Responsibilities

- Assists the Director of Institutional Giving to research, cultivate, solicit, and steward more than 100 corporate and foundation donors to achieve fundraising goals for approximately 3 million or more in grant funding annually by developing grant proposals and letters of intent that inspire donors to action
- Works directly with corporations and foundations to solicit gifts, maintain positive relationships, and build strong community support for programs at God’s Love
- Writes, edits, proofreads, and timely submits grant proposals and letters of inquiry in accordance with funder requirements
- Collaborates with Communications Department to identify and hone compelling impact stories
• Prepares acknowledgement letters, final reports, impact reports and budget documents
• Ensures prompt acknowledgement of all gifts related to corporate and foundation giving
• Tracks gifts, goals and monthly results, meets deadlines for proposals and reporting, and maintains accurate records in Raiser’s Edge for all gifts and relationships
• In collaboration with Program staff, the Finance team and the Development team, plans and produces budget documents, program activity reports, updates, newsletter articles and other materials
• Works with staff, board, and other internal and external partners to set and achieve goals, produce written materials, and meet grant expectations
• Represents God’s Love to internal and external partners to grow and maintain key relationships
• Schedules and coordinates agency site visits with corporate and foundation representatives
• Participates in and assists with agency events and cultivation activities as needed
• Other duties as assigned

About You:

You are highly self-motivated with a strong desire to leverage your professional background to provide support to clients living with a serious illness. You have impeccable writing skills and attention to detail, and you are energized by mobilizing your talent for storytelling. You are looking for a collaborative, team-oriented environment.

In addition, you have:

• A Bachelor’s Degree; Master’s Degree preferred
• A minimum of 5 years of experience writing grants
• Excellent knowledge of the proposal submission and fundraising process
• Exceptional writing and storytelling skills, with a demonstrated ability to produce a variety of complex, compelling written pieces for diverse and wide-ranging audiences
• Strong research skills and knowledge of information sources
• Ability to handle sensitive information with discretion
• Sharp analytical skills and the ability to offer creative solutions
• Ability to multitask, and demonstrate solid organizational and time management skills
• Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment
• Strong proficiency with Microsoft Office

Interested in Applying for this Role?