



## Grants Manager

**About Us:** Building One Community (“B1C”) is a non-profit organization established in 2011 as a comprehensive resource center for immigrants in the Stamford, Connecticut area. B1C’s mission is to advance the successful integration of immigrants and their families.

**Position Summary:** Building One Community (“B1C”) seeks a collaborative and highly organized **Grants Manager** to oversee all aspects of our grant management process, including researching potential foundations, coordinating grant applications & reports and providing ongoing stewardship to our foundation supporters. This full-time, exempt position reports to the Development & External Relations Director and requires occasional evening or weekend hours. This hybrid position requires 2 days at the office and 3 days remote.

### **Primary Duties:**

*Responsibilities will include, but are not limited to:*

- Develop a deep understanding of the organization and its programs to produce persuasive grant proposals.
- Write, coordinate and submit timely foundation letters of inquiry, grant applications, and ongoing reports, working with senior management, program & finance staff.
- Maintain an up-to-date Grants Calendar in Excel with clear due dates (which includes touchpoints with funders, applications, interim and final reports), as well as updated notes with anecdotal information as needed.
- Record grant pledges in DonorPerfect Online (DPO), B1C’s fundraising database; create reports for management and Board committees as requested.
- Process and organize all grant agreements and related materials in Grants Library.
- Maintain the grant narrative library of relevant boilerplate language for all programs and general organizational language, financial documents, and other supporting documents to use with grant applications.
- Cultivate and sustain donor relationships; serve as the main liaison to foundation staff regarding applications and reports. Responsibilities include, but are not limited to:
  - Prospect and develop new grant opportunities to grow the portfolio.
  - Coordinate foundation site visits and remote calls; provide support for B1C leadership and program staff to ensure successful donor meetings.

- Facilitate prep meetings with foundation and B1C staff to lay the groundwork for any upcoming grant cycle.
- Track grant revenue & projections; work with finance staff on organizational budget.
- Hire and supervise contracted grant writers as needed, for surge capacity, specialized proposals, or foundation prospects.

**Required Skills/Qualifications:**

- Bachelor's degree required
- 3+ years of experience in grant writing required, with demonstrated success in securing grant awards
- Exemplary writing skills with an ability to draft compelling proposals and case statements
- Experience with donor databases required; DonorPerfect knowledge a plus
- Superb organizational and interpersonal skills with colleagues, volunteers, and donors
- Ability to manage highly sensitive and confidential donor information
- Commitment to B1C's mission and goals

To apply for this position, please submit your resume and a cover letter to [jobs@b1c.org](mailto:jobs@b1c.org).

*Building One Community is an Equal Opportunity Employer*