

## Grants Manager

IGNITE is a movement of young women who are ready and eager to become the next generation of political leaders. We offer civic education, exposure to elected women, hands on training and work opportunities, and a peer network of women who support each other's aspirations. We are a national, non-partisan 501c3. IGNITE programs and events are for all cis and trans women, as well as non-binary people who are comfortable in a space that centers the experiences of young women.

### IGNITE Structure

IGNITE has a national office 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 managing all communications.
- Developing national partnerships.
- Working in partnership with staff to prepare individual, foundation and corporate proposals and reports.
- Working in partnership with staff to raise individual contributions from supporters across the US.
- Securing corporate sponsorships to support national-scale work.
- Developing annual budgets and managing all agency resources.

IGNITE staff are located across the country and work cross-functionally on national and content-area teams. While this position reports to the Director of Institutional Giving and is part of the national office team, they will need to maintain positive, collaborative relationships with staff in other parts of the country and be comfortable collaborating virtually.

IGNITE is on course to grow rapidly over the next five years with a strategic focus on expanding our reach to impact thousands more young women each year.

### THE POSITION:

Under the direction of the Director of Institutional Giving, 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 assisting in managing and growing institutional partnerships and carrying out all assigned activities related to the organization's institutional/foundation-focused fundraising.

### RESPONSIBILITIES:

- Conducting ongoing prospect research and analysis of new grant opportunities; liaise with foundation and institutional staff through emails, phone calls, meetings, etc. and serve as an ambassador for the organization, as needed;

- Maintaining a work plan and calendar of planned grant submissions;
- Serving as lead writer and editor for assigned 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 assigned grants;
- 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 assigned program-specific grant reports;
- Working closely with the Programs team to pull necessary program-related data needed for grant reports and funder communications;
- Working cross-functionally to identify, collect, catalog, and store participant and alumni stories for usage in grant applications and reports ;
- Work with the Communications team to design fundraising materials, as appropriate; and
- Other duties, as assigned.

**QUALIFICATIONS:**

- A demonstrated commitment to IGNITE’s mission, vision, and values.
- BA/BS or equivalent amount of work experience.
- 3+ years of experience in grant writing at a similar, fast-paced, nonprofit organization.
- Strong understanding of grant-making processes, funding sources, and compliance requirements in the nonprofit sector.
- Remote-savvy technical agility and competency with Google Workspace, various grant portals, and CRMs or similar data management software.
- Familiarity with Asana for project management.
- 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.
- Superior time management and organizational skills and ability to juggle multiple projects and meet deadlines in a high-energy, fast-paced environment.
- A collaborative approach to projects.
- Comfort working remotely with team members across three time-zones and the ability to navigate virtual work environments.
- Self-starter, looking for a great opportunity to grow and develop their career.

- Sharp, creative, and critical thinking skills with the ability to tell a story from multiple angles.
- Strong project management, delegation, and coordination skills.
- Flexible, adaptable, and able to prioritize multiple projects given organizational needs;
- 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.

**Compensation:** Manager 1, \$62,000/annually

**Benefits:** IGNITE's benefits package includes medical, dental, and vision insurance; company-sponsored 401K plan; a generous holiday, PTO and sick package, and more.

**Classification:** Full-time, exempt, remote

**To Apply:** Please send a resume, statement of interest, and writing sample in PDF format to Amanda Conlee, Chief Operations Officer, at [amanda@ignitenational.org](mailto:amanda@ignitenational.org).

***IGNITE requires all employees to be vaccinated against COVID-19 within 6 weeks of their start date.***

*IGNITE is an Equal Opportunity Employer. We will consider applicants for positions without regard to any category protected by applicable federal, state or local law, including but not limited to: race, color, religion, sex, national origin, age, physical or mental disability, genetic information, veteran status or uniformed service member status. Women, people of color, LGBTQ people, young people, and members of other historically disenfranchised populations are strongly encouraged to apply.*