GRANTS AND PHILANTHROPIC PARTNERSHIPS MANAGER Approved by: Chief Executive Officer
DEPARTMENT: Development Date: September 2026
SUPERVISOR: VP of Development FLSA: Exempt

POSITION SUMMARY

Responsible for managing the grant lifecycle from pre-award research and proposal development to post-award reporting and compliance. Plays a central role in coordinating and supporting our ability to secure and steward philanthropic support from foundations, corporations, government agencies, faith communities, businesses, and other institutional partners. As part of the Development team, works collaboratively to develop and support strategies that cultivate and retain donors and partners, strengthen sponsorship and community relationships, engage and elevate special events and activities, and uphold the highest standards of accuracy and integrity in donor and grant data to strengthen long-term fundraising success.

QUALIFICATIONS

Education, Experience, Training:

Four-year degree, or three to five years of comparable experience in a nonprofit fundraising setting, including grants management; demonstrated success developing competitive proposals; and the ability to support a variety of fundraising, partnership development, and stewardship strategies that retain existing donors and partners while cultivating new philanthropic relationships.

Knowledge, Skills, Ability:

- Proficient in Word, Excel, Power Point, and other Microsoft applications. Comfort learning new technology.
- Knowledge of electronic fundraising management systems such as Raiser's Edge or CharityProud
- Excellent written and verbal communication skills
- Strong customer service skills and ability to build and maintain rapport with a diverse array of people
- Strong organizational skills and high attention to detail, with ability to ensure accuracy in work
- Ability to prioritize tasks, manage multiple project streams at once, and work within a dynamic environment

Physical Requirements:

Sedentary work with some driving. Repetitive motion, close visual acuity, talking, and listening. Not substantially exposed to adverse environmental conditions.

ESSENTIAL FUNCTIONS

50% Leads ongoing grant research to identify new opportunities; drafts/edits grant proposals and coordinates all pre-award and post-award grant activities, including interim and final grant reports; works with internal departments - Finance, Business and Data Analyst, and Program Leadership - to gather appropriate information and relevant data needed for grant requests and reporting. Maintain a comprehensive grants calendar and tracks deadlines, ensuring timely submissions and follow-ups on grant cycles and reporting, and ensure up-to-date records in fundraising management system. Submits updates for Senior Services profiles on Candid and related fundraising/reporting sites.

25% Leads the development and growth of prospective and long-term relationships with corporate and other community-based partners to expand philanthropic engagement. Identifies opportunities for financial support and connects partners with appropriate sponsorship opportunities. Maintains a lens for opportunities for broader involvement beyond financial giving, creating a bridge to engagement opportunities across Senior Services. Provides ongoing stewardship to strengthen and retain relationships. Maintains accurate partnership records and tracks activity, commitments, and follow-up.

10% Identifies prospective individual and institutional donors by researching and analyzing their philanthropic history, wealth indicators, and charitable motivations to inform fundraising strategies utilizing available tools. Assists VP of Development in building personalized communication and engagement plans to approach and cultivate. Supports stewardship of active and long-term donors, as well as volunteers, through activities such as assisting with personalized appeals and cases for support, gathering materials and stories of

interest, and helping coordinate meetings, other touchpoints, and follow-up opportunities. Monitors, evaluates, and demonstrates success with data, metrics, and stories. Ensures up-to-date records in the fundraising management system.

10% Assists with data integrity efforts, drafting and reviewing appeals and collateral; supporting event planning and logistics for Senior Services fundraising events like the Evening for Alzheimer's Care, Art Show and Sale benefiting Meals-on-Wheels, 7 over Seventy Awards Celebration, and donor recognition and cultivation events.

5% Provide administrative support and coordination for key communication and donor engagement tools, like ThankView. Works with development team to identify segments of donors for targeted communications. Assist in scripting, producing, and deploying personalized content to donors, as well as implementing special stewardship initiatives.

SUPERVISORY RESPONSIBILITIES

Responsible for own work only. May coordinate training and assignments for administrative volunteers to support development team goals.

AUTHORITY/ACCOUNTABILITY

Responsible for the accurate and timely management of grant proposals, reports, research, and related data, as well as the development and stewardship of corporate and community-based partnerships. Accountable for maintaining organized grant and partnership pipelines, coordinating appropriate follow-up, and supporting strategies that strengthen philanthropic relationships and advance long-term fundraising goals.

PROBLEM SOLVING

Uses sound judgment to manage competing priorities, resolve issues, and identify appropriate strategies for grant and partnership opportunities. Analyzes donor and partner information, funding trends, and engagement history to help inform cultivation, solicitation, stewardship, and follow-up strategies.