



April 18, 2024

Position Title: Grants and Foundations Relations Manager
Reports to: Senior Grants and Foundations Relations Officer
Location: Chicago, IL, or remote

The Shriver Center on Poverty Law fights for racial and economic justice. We litigate, shape local policy, and train and convene multi-state networks of lawyers, community leaders, and activists to advance opportunity for all — not just the few. Over nearly 60 years, we have secured hundreds of law and policy victories with and for people experiencing economic instability in Illinois and across the country.

Our country is rife with laws and policies that systematically disadvantage certain groups while advantaging others based on their race, gender, and other facets of their identities. We believe laws and policies — and the institutions that apply them — should be designed to support people. Together, we're turning this idea into reality.

We are building a future where all people, families, and future generations have equal dignity, respect, and power under the law. Through our advocacy initiatives, we work to win positive change and provide a range of professional development resources that build and support the national network of advocates engaged in those efforts. Join the fight at povertylaw.org.

Position Overview: The Grants and Foundation Relations Manager will support the Shriver Center's mission by driving the organization's growth and financial sustainability. This role will manage the organization's grants portfolio, maintaining \$2 million in annual funding. The position will actively prospect for new foundation support with the goal of increasing funding by 10 percent or more within 12 months. The successful candidate will be passionate about the nonprofit sector with strong relationship-building, writing, and project management skills.

Responsibilities:

Grants Management (50%)

- Write compelling concept papers, proposals, letters of inquiry, and reports to foundations in collaboration with colleagues
- Develop and maintain strong relationships with foundation program officers, responding promptly to their requests for information and updating them regularly about relevant Shriver Center activities
- Advise and prepare the Senior Grants and Foundations Relations Officer, the Vice President of Development, and others in their interactions with foundation representatives
- Create and implement proactive strategies for maximizing grants from existing and prospective foundation donors, including strengthening existing relationships, conducting

prospect research, and laying the groundwork of new prospects for cultivation by senior staff

- Organize all funder site visits/prospect meetings, prepare other agency leadership for these meetings, and follow up to ensure next steps are scheduled and delivered

Grants Operations (40%)

- Manage all financials for the grants program including, but not limited to, creating annual goals and report out (monthly) on progress (budget to YTD) with updated financial forecast (projection for FY)
- Manage all operations for the grants program including, but not limited to, creating a tracker (schedule, funding area, projection, etc.), preparing the organization for receiving federal grants, and entering all details into Raisers Edge NXT
- Oversee and prepare for all grants-related internal meetings and communications
- Maintain a library of grant support documents, including budgets, contributors, bios, IRS forms, and board/staff diversity lists. Assemble all necessary supporting materials and documents including budget reports, outcome measurements, and success stories.
- Maintain grant compliance and reporting, including outcome measurement and grant budgets
- Regularly report and update the Senior Grants and Foundations Relations Officer on progress toward revenue goals and modify strategies as necessary throughout the year to meet these goals

Leadership and Teamwork (10%)

- Build the department's operations and foster collaboration. Lead assignments with clear strategic direction, defined goals and objectives, key performance indicators, and standard operating procedures
- Continually evaluate the operation of the team to ensure ongoing effectiveness and impact of the Shriver Center's development and engagement efforts
- Collaborate closely with Program and Development leadership to ensure alignment of work across teams
- Other duties as assigned

Qualifications: Below is a list of qualifications for our ideal candidate. We recognize that these qualifications can be gained through education, work experience, and/or lived experience and that no one person is likely to have all these qualifications. We encourage all interested candidates to apply.

- A demonstrated commitment to social justice and ability to work across lines of difference, especially with racially and economically diverse communities
- Bachelor's degree or equivalent experience
- Minimum of seven years of experience writing winning grant proposals, stewarding relationships with key foundation personnel, and meeting revenue targets
- Excellent project management skills, including managing and prioritizing multiple tasks simultaneously and problem solving quickly in a deadline-driven environment
- Excellent writing, research, and analytical skills
- Meticulous attention to detail and accuracy
- High computer literacy with strong skills in Microsoft Office products

- Familiarity with Raiser’s Edge and/or similar customer relationship management (CRM) databases a plus
- Excellent interpersonal skills — the ability to work well with donors, sponsors, staff, volunteers, and other internal departments
- Availability to work evening events as needed

Salary/Benefits: This full-time exempt position offers a competitive annual salary ranging from \$75,000 – \$85,000 and a comprehensive benefits package that includes health, dental, vision, life, and disability insurance, generous paid leave, flexible work schedules, pre-tax flexible spending accounts, pre-tax commuter benefits, and a 401(k) plan. To maintain internal and external pay equity, the annual salary offered to our chosen candidate is non-negotiable and commensurate with experience.

Opening/Closing Date: Open immediately; closed when filled. Applications are accepted on a rolling basis.

Applications: Send a cover letter, resume and writing sample to hr@povertylaw.org.

The Shriver Center is an equal opportunity employer and encourages applications from qualified candidates of all backgrounds. We know that a richly diverse mix of professionals makes organizations more effective. As such, we make demographic and experiential diversity a hallmark and priority of all our work. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of their job.