



Senior Grants Manager

FriendshipWorks' mission is to reduce social isolation, enhance quality of life and preserve the dignity of elders in Boston and Brookline. We accomplish this mission by recruiting and training volunteers of all ages, faiths, and backgrounds who provide friendship, advocacy, education, assistance, and emotional support to isolated older adults.

FriendshipWorks operates six programs throughout Greater Boston. One of the cornerstones of our work is our Friendly Visiting program that connects elders one-on-one in their homes with volunteers who provide company, friendship, and support. Friendly visiting matching is provided in all of Boston's neighborhoods, Brookline, Newton, Cambridge, and Somerville. Other core programs include Medical Escort and Friendly Helping. We also operate two programs that foster connection in congregate settings - PetPals and MusicWorks. We currently have staff for Friendly Visiting, Friendly Helping and Medical Escorts who speak both English and Spanish.

DESCRIPTION

Position Summary:

As a member of our Development and Communications Team, the Senior Grant Writer will secure critical funds to support FriendshipWorks' enduring mission to reduce elder isolation throughout Greater Boston. The successful candidate will be an avid grant researcher with a proven track record of identifying new revenue sources and preparing exceptional proposals and reports that result in grant awards ranging from \$5,000 to \$75,000. Expectations for our Senior Grant Writer are to support at least 50 solicitations each year, resulting in at least \$750,000 through existing and new sources.

The Senior Grant Writer will collaborate extensively with FriendshipWorks staff at all levels to obtain the information needed to produce compelling and competitive proposals and reports. They will be a self-starter with significant experience in writing for a variety of grant funders. Currently this hybrid position will require at least one full day (typically Wednesdays) on-site per week to work alongside the Director of Development and Communications, the Director of Programs, and other key staff.

RESPONSIBILITIES:

- Maintain a sound knowledge of FriendshipWorks' mission, programs, target population, and strategic vision. Use this information to prepare, write, and submit accurate and compelling proposals and other grant communications.

- Actively research and identify new funding sources for FriendshipWorks, including, foundation, corporate and government funders.
- Prepare briefing materials and lead FriendshipWorks' monthly grants management meetings.
- Use program data, case studies, and storytelling to write informational and impactful narratives for proposal templates in priority program areas.
- Adhere to FriendshipWorks' brand style guidelines, and inclusive language and writing guidelines to capture a captivating voice and tone.
- Research elder-care and aging-in-place issues, and appropriately articulate social isolation and loneliness as social determinants of the health of older people.
- Build and maintain relationships with funders and manage/delegate stewardship when appropriate.
- Update CRM (Salesforce) with all relevant proposal/inquiry/report activity or correspondence.
- Manage all tasks relating to the preparation, submission, and management of assigned grant proposals, applications, and reports, independently and on time to meet deadlines.
- Advise and assist Program staff with process and compliance issues related to funding agency regulations and standards, and oversee adherence to Foundation administrative, fiscal, and accounting policies and procedures related to grant proposals and grant management.
- Maintain and update a library of all key documents, including program testimonials, white papers, research briefs, Program one-pagers, Board-member listings, Annual 990 and other fiscal reports.
- Perform other tasks as assigned, including but not limited to compiling constituent mailings/materials in office, and attending FriendshipWorks donor receptions and fundraising events as needed.

QUALIFICATIONS:

- Minimum of 5 years of experience writing grants; experience with identifying and prospecting new funders/grantors preferred.
- Skilled in persuasive writing.
- Ability to work independently and as a team player.
- Ability to handle sensitive information with discretion.
- Sharp analytical skills and the ability to offer creative solutions.
- Strong organizational and time-management skills and the ability to accomplish assigned tasks on time.
- Proficiency with Microsoft Office and Google Suite and Salesforce experience is desired.

Salary Range: \$55,000 to \$65,000 annually.

Please send a resume and cover letter to jobs@fw4elders.org and include "Senior Grants Manager" in the subject line. No phone calls please.

FriendshipWorks strives to create a diverse and inclusive culture where everyone feels welcome and supported. FriendshipWorks provides equal employment opportunities without regard to race, color, national origin, religion or creed, gender, sexual orientation, marital status, age, veteran status, disability or any other legally protected status recognized by federal, state or local law with respect to employment opportunities. Individuals from underrepresented groups are especially encouraged to apply.