

Position: Grants Manager (20 Hours/Week)

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

FriendshipWorks operates programs throughout Greater Boston, including the one-on-one programs Friendly Visiting, Friendly Helping, and Medical Escorts. FriendshipWorks also operates its MusicWorks and PetPals programs in elder buildings, assisted living and nursing homes.

The Grants Manager will oversee all aspects of FriendshipWorks' grantmaking process. This includes writing the grants, updating the grants tracker and database, collaborating with program staff, foundation stewardship, and prospecting. The Grants Manager will work closely with the Director of Development & Communications and the Executive Director to ensure the annual goals are achieved and tracked. This position is supervised by the Director of Development & Communications.

This is a part-time and hybrid position that will require the staff person to be in the office one day per week (all staff are in on Wednesdays). Permanent part-time employees are eligible for paid time off as well as health insurance.

Key Responsibilities will vary upon the time of year and will include:

- Lead the grant writing process including packaging grants, letters of inquiry, editing
- Use the existing system to track all aspects of the grant process including submitted applications, report deadlines, payments, reports, and renewals.
- Enter grant information into Salesforce
- Maintain the existing Grants Dashboard to track deadlines, progress, and evaluate outcomes
- Work with Director of Programs and Executive Director on vetting and preparing new (i.e. non operating) grant opportunities.
- Responsible for grant reporting, including collecting necessary data, preparing and submitting grant reports.
- Assist in creating project budgets for proposals
- Other duties as needed

QUALIFICATIONS

- Two to three years of grant writing and administration experience
- Excellent writing and communication skills
- Strong organizational and administrative skills.
- Exceptional time and project management skills with a demonstrated ability to prioritize and manage multiple responsibilities and deadlines
- Experience using a Customer Relationship Management (CRM) system with the knowledge on how to run reports and queries. Salesforce experience preferred
- Experience entering and manipulating data in Excel/Google Sheets
- Knowledge of local and national foundations that support healthy aging and older adults preferred
- Experience stewarding Foundations and grant-makers

Salary Range: \$28,000-\$32,000

Please send a resume, grant writing sample and cover letter to jobs@fw4elders.org. No phone calls please.