



**United Way
of Greater Rochester
and the Finger Lakes**

UNITED WAY OF GREATER ROCHESTER AND THE FINGER LAKES JOB DESCRIPTION:

FOUNDATION & GRANT RELATIONS MANAGER

SUMMARY

The Foundation and Grant Relations Manager is responsible for building and implementing a Grant Program around the identification, solicitation, and cultivation of foundations and other grant funders. This position is responsible for writing proposals and grant applications for government, foundations, corporations, trusts, and other sources to generate financial support for United Way's identified priorities. This position works closely with senior leadership, the Community Impact department, the Resource Development team and other internal program teams to strategize the strongest case for support ensuring increased grant funding for organizational and community initiatives.

ESSENTIAL FUNCTIONS

- Collaborates with Chief Development Officer to create a grant administration program which includes processes around prospecting, setting strategy, submission, award acceptance, grant reporting and funder cultivation
- Develops strategic case for support and collaborates with Chief Development Officer, Chief Impact Officer, Chief Operating Officer, President & CEO, and other key team members to submit tailored proposals
- Leads internal grants committee to review grant prospects, set strategy around case for support and coordinate appropriate staff in grant submission and potential follow-up.
- Shadows United Way leadership in external meetings where appropriate, to listen first-hand and better understand community needs, framing language, United Way positions, etc.
- Responsible for identification of grant funding sources and confirms funder interest/priorities, grant requirements and deadlines
- Documents lead generation, follow-up communication and report submissions
- Builds relationships with funders, and where appropriate, collaborates with other departments to ensure a wholistic approach to relationship building within funding organization/family
- Creates and routinely updates a library of templated materials for use in proposal development and support databases
- Maintains accurate records in United Way systems (Salesforce, Andar and other systems as requested)
- Follows proposal-writing standards including readability, consistency, and tone. Creates engaging copy that communicates technical concepts in clear and accessible language to a variety of audiences
- Meets proposal deadlines by establishing priorities and target dates for information gathering including internal contributor input, writing, review, leadership approval, and submission
- Manages the grant reporting process collaborating across departments to gather required documents and data for timely submission
- Writes acknowledgment letters to all grantors/family foundations
- Consistently demonstrates the values and mission of United Way

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- Performs other duties as assigned

SKILLS AND COMPETENCIES

- Excellent written communication skills
- Listening skills
- Presentation skills
- Technical documentation
- Research skills
- Project management
- Problem-solving
- Organized and deadline-oriented
- Process improvement
- Strategic planning
- Market knowledge
- Storyteller – ability to captivate and engage the reader

FLSA CLASSIFICATION: Exempt

REPORTS TO: Chief Development Officer

SUPERVISORY RESPONSIBILITY:

None

TRAVEL

This position may require some local travel

EDUCATION AND EXPERIENCE

Bachelor's Degree in a relevant field. At least 3 years of fundraising writing/grant writing/grant management experience. Or equivalent combination of education and/or experience.

JOIN THE TEAM!

United Way of Greater Rochester and the Finger Lakes is a dynamic and collaborative work environment comprised of dedicated professionals who are driven to make our community a better place. Join our team and make an impact serving our region with your time and talent.

OUR MISSION

Our mission is to unite the goodwill and resources of our community so that everyone can thrive. That means that our team is committed to working with local donors, businesses, not-for-profit program partners, municipalities and individuals to make this region stronger and more vibrant together.

OUR VALUES

Our core values define who we are and how we serve our community. United Way and our team members are caring, collaborative, equity-driven, innovative, respectful, results-oriented and trustworthy. United Way strives to ensure employees and external partners always feel valued, connected and empowered.

WHAT WE OFFER

- Competitive financial and wellness benefits
- Generous paid time off, retirement plan, and other fringe benefits
- Hybrid working arrangements
- Opportunities to give back to the community in life-changing ways
- Paid professional development
- Team events and internal committees for connection opportunities and fun!

HOW TO APPLY

Candidates may apply online at: <https://unitedwayrocflx.org/about-us/join-our-team/>

United Way is committed to equal employment opportunities for all employees and applicants for employment. United Way prohibits discrimination against employees and applicants in all aspects of employment including but not limited to recruitment, hiring, compensation, promotion, training, leaves of absences, benefits, termination, employer sponsored activities, social and recreational programs, and recognition. United Way prohibits discrimination against all legally protected classes including age, color, creed, disability, domestic violence victim status, gender expression, gender identity, genetic predisposition, marital status, military status, national origin, parental status, political affiliation, pregnancy related condition, prior arrest/conviction record, race, religion, reproduction health choices, sex, sexual orientation, or other non-merit-based factors.