

THE ARCHDIOCESE OF NEW YORK
Inner-City Scholarship Fund

Grants Manager, Institutional Support

Primary Responsibility: The Grants Manager, Institutional Support will work closely with the Chief of Staff to raise funds from foundations and corporations in support of the Catholic schools of the Archdiocese of New York (ADNY) through the following entities:

- *Inner-City Scholarship Fund*, which allocates need-based financial aid to qualified families whose children are current or aspiring students at inner-city Catholic schools
- *Champions for Quality Education*, which provides oversight and funding to participating Catholic elementary schools in support of curricular enhancements, extracurricular programming, capital improvements, and development and leadership capacity
- *Department of Education of the ADNY*, which administers a global governance model for all schools in the Archdiocese

Direct Supervisor: Chief of Staff

Responsibilities:

- Assist in developing and tracking funding proposals, grant reports, renewal requests, programmatic updates, gift acknowledgement letters, and other related documents
- Ensure that all written communications for foundation and corporate donors are consistent, timely, and meet all requirements
- Cultivate corporate and foundation donors by managing and conducting stewardship efforts by mail, e-mail, telephone, and in-person
- Liaise with school officials, educators, program staff, and other relevant stakeholders for their expertise when developing funding proposals to ensure that proposals/reports are fact and data based
- Engage in proactive online research to identify new foundation and corporate donors and to gather corroborating data to include in grant proposals
- Regularly update the development calendar to track submissions of grant proposals, renewal requests, and reports
- Prepare gift acknowledgements for corporate and foundation donors and ensure that acknowledgments are completed within 72 hours of grant receipt and that they are sent with appropriate content and enclosures
- Coordinate site visits to schools by corporate donors and foundation representatives
- Manage high-level correspondence for the Executive Director, Superintendent of Schools, and Cardinal Dolan in relation to Catholic schools in the ADNY
- Special projects as needed

Position Requirements:

- Education: Bachelor's Degree
- Experience: Four+ years relevant experience
- Excellent writing and communications skills
- Familiarity with managing a portfolio of grant awards
- Interest in education policy and issues
- Interest in fundraising and development
- Ability to work both independently and as part of a development team
- Detailed, organized, and priority-oriented
- Familiarity with development research

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- Proficient in Microsoft Word, Excel, and PowerPoint; Raiser's Edge a plus

Personal Characteristics:

- Intelligent, articulate, highly motivated self-starter with a strong sense of curiosity
- Ability to relate effectively with upper management, peers, and others
- Ability to carry out multiple and diverse tasks concurrently

Salary:

\$65,000 - \$75,000

Benefits package offered.