



**BOYS & GIRLS CLUBS
OF THE VIRGINIA PENINSULA**

TITLE: Grants Director
DEPARTMENT: Resource Development
REPORTS TO: Chief Development Officer
STATUS: Full-time Professional

Do you love to write? Boys & Girls Clubs of the Virginia Peninsula (BGCVP) seeks an outgoing, detailed oriented individual to execute our grants program and assist in fundraising activities. This individual will oversee all resource development efforts as related to government, foundation, and corporate grant funding. This job requires sharp writing skills, precise attention to detail, and the ability to multitask. Grant information and data will need to be thoroughly tracked with regular updates to the Chief Development Officer, leadership team, and Board.

RESPONSIBILITIES:

- Take full responsibility for the effective operation of all grant development activities required to help fund Club operations and deliver programs within the community.
- Maintain current government, foundation, and corporate grants and research new opportunities to meet funding goals.
- Manage the grant tracking system to ensure all application and reporting deadlines are met. Identify grant funding efforts and successes.
- Manage and input received grants into the donor database.
- Monitor grant awards, including grant agreements, reporting, and compliance requirements. Oversee compliance of the input of data in a timely and accurate basis.
- Meet with the Operations and Finance teams as needed to provide updates on grant expectations, requirements, and awards.
- Provide reports on progress related to grant application, funding, and revenue goals on a weekly basis to the Chief Development Officer.
- Maintain necessary database records, files, reports, and resource materials pertinent to government and foundation activities for a minimum of six years unless otherwise stated in a letter of agreement. Conduct an annual July “shred day/purge” to follow organization’s retention policy.
- Ensure that grant requirements related to marketing and public relations are met.
- Provide marketing content for e-mail updates, social postings, or press releases as related to grant awards.

- Provide support for various fundraising projects/initiatives such as special events.
- Seek continued education and learning opportunities in resource development by exploring blogs, webinars, and BGCA.net.
- Other duties as assigned by the Leadership Team.

SKILLS/KNOWLEDGE REQUIRED:

- Bachelor's degree from an accredited college or university.
- Commitment to the mission of Boys & Girls Clubs of the Virginia Peninsula.
- A minimum of three years' work experience in non-profit agency operations, specifically grant writing and managing.
- Extensive knowledge of fundraising techniques and sources of funding for non-profit agencies and organizations.
- Knowledge of the mission, objectives, policies, programs, and procedures and of the principles and practices of non-profit organizations, youth development services preferred.
- Excellent oral and written communication skills; strong presentation skills.
- Keen attention to detail, plus solid analytic and problem-solving skills.
- Ability to take initiative and work independently with a positive attitude.
- Ability to establish and maintain effective working relationships with Club staff, Board members, volunteers, community groups, and other related agencies.
- Knowledge of accessing and managing donor database.

COMPENSATION:

Boys & Girls Clubs of the Virginia Peninsula offers a comprehensive benefits package, including a salary commensurate with experience, medical and dental benefits, paid vacation, life insurance/disability policy, and a 403B retirement account with a match.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

TO APPLY:

If you are interested in this position, please send resume and cover letter to bgcvpjobs@bagclub.com by May 31st.