

The Grants Director is a key to JSSA's endeavor to obtain charitable investment from private and family foundations and government grant funding to support its mission and programs.

The Grants Director is responsible for meeting and exceeding their assigned budgeted annual revenue by researching, cultivating, soliciting, and stewarding contributions from foundations and government grants.

Specific responsibilities include Working with the Chief Development Officer, Chief Operating Officer, Co-Director of Foundations, and Senior Program and Development Directors to identify and engage a robust constituency of foundations and government entities; developing tailored, strategic proposals and stewardship plans; and managing and soliciting a diverse portfolio of foundations and government funders.

Essential Functions:

- Offer direction, strategy, evaluation, and recommendations for JSSA's foundation and government grants program.
- Stay abreast of JSSA's strategic plans, program goals and needs, revenue and expense budgets, and the development department's revenue goals.
- Manage and execute the assigned portfolio by researching, writing, managing, and coordinating all aspects of the grants cycle.
- Stay abreast of the organizational grants calendar; ensure accuracy of financial and program grants data.
- Match JSSA's program goals with funding opportunities, ensuring grant proposals align with programmatic goals and objectives.
- Collaborate with JSSA departments and program leaders to develop proposals, deliverable work plans, and timely and accurate reports.
- Identify new opportunities for funding to communicate to JSSA's current and prospective grantors.
- Manage a portfolio of foundation and government grantors and prospects. Communicate with program staff to provide up-to-date information to funders.
- Collaborate closely with Development Team colleagues to help cultivate and steward major donors and funders.

Minimum Education, Experience, and Work Experience Required:

- Bachelor's degree in a relevant field, Masters preferred
- Seven to ten years of successful grant writing experience in social service, healthcare, or other relevant nonprofit organizations. Proven track record crafting funding proposals clearly and compellingly and successfully securing awards of \$100,000 or more.
- Knowledge of private/family foundation, local/county, state, and federal proposals; Metropolitan Washington area funders and Jewish Philanthropy
- Persuasive and polished written communications skills; proficient at budgeting and forecasting
- Strong writing and proofreading, analytical, and research skills
- Proficient in using CRM, Microsoft Office (Word, Excel)
- Personal and Professional Competencies Sought:
- Self-motivated to set and achieve high goals
- Ability to assimilate and interpret program content/clinical terms and concepts and translate information for the appropriate audience.
- Competent in preparing foundation proposal budgets with the help of the finance department.

- Extensive experience in working with collaborative, cross-functional teams, including project management experience.
- Excellent organizational skills, including prioritizing and managing multiple tasks and meeting deadlines.
- Ability to produce high-quality work with an emphasis on consistency, clarity, and accuracy under a strict deadline.