



Development Manager: Grants & Communications

Reports to: Director

Full time: 37-40 hours a week

Salary: \$68,000 - \$75,000

Key Responsibilities: Client

- As a “client manager” manages a minimum of 5-7 client accounts
- Work directly with development coordinators, grant officer and grant writers to develop grant calendars, grants and reports
- Plan and strategize with client and JMA mgrs. to achieve revenue goals
- Identify likely funding sources for (assigned) clients, and call foundation or government program representatives when needed
- Identify grant arguments for each funder and assign to grant writers based on conversations and prior approval of client or director and/or president
- Initiate work with client to provide reporting, calendaring and other evaluation/compliance related tasks
- Ensure grants reports are done on deadline
- Attend meetings, events, and other related activities
- Work to develop relationships with client’s staff through e-mail, calls, and outreach meetings
- Manage client budgets and provide outreach when opportunities go over spend

Key Responsibilities: Grants

- Work with grant writers and client for input and edits on grants
- Create and review budgets and make recommendations for grant alignment with funders’ priorities. Responsible for attaining the most current and approved budget (and financial attachments) to be sent with any grant
- Compile, write and edit LOIs grant applications, letters and queries exhibiting strong expository writing skills and a high-level command of grammar and spelling. Responsible for editing all work before passed on for final edits, approval
- Develop individual grant proposals in accordance with each grant-making organization’s preferences and follow exactly each funders guidelines, ensure proper and thorough research has been completed
- Develop and exhibit understanding of who grant funders are, and what they fund in MN
- As needed, ensure that JMA staff maintains contact with funders
- Manage the process of providing progress reports when required (as assigned)

Key Responsibilities: Communications

- Ensure content, spelling, punctuation, and accuracy of all JMA communications
- Review content, fact-check information and raise flags about questionable or inconsistent information
- Research, coordinate, write and edit content for clients’ ENewsletters, Eblasts, websites, annual reports, brochure campaign materials
- Develop marketing/communication information to support program and event materials
- Utilize project management techniques to ensure internal and external transparency regarding project planning, development, and completion schedules
- Create communications messaging and narrative for various channels and sectors



- Edit and proof communications, marketing, development content/copy
- Provide creative direction and time management on design and layout of publications
- Provide marketing, communications and branding analysis, recommendations, and advice
- Participate in the development and maintenance of websites created in various web platforms
- Create and manage public relations strategies and plans
- Create and implement communications, marketing and social media strategy and plans
- Write and edit copy for media relations, including press releases and media alerts, pitching stories and maintaining media contact list
- Manage social media platforms, including writing/editing updates for websites and social media applications. Track interactions using web analytics tools.

Key Responsibilities: Internal

- Demonstrate leadership characteristics and values
- Cross Sell JMA services as possible
- Regularly check B4T reports for time and activities and budget
- Manage staff and their work/activities to retain them, ensure stated productivity goals
- Serve as first line of back-up for all grants when staff are out of office
- Review, edit and sign off on all grant assignment sheets for all clients
- Serve as second signer for grants submitted
- Save documentation (both in paper and electronic form) as relevant for grant, compliance and JMA related tasks
- Be available to staff to provide input and review throughout the grant process – from assignment to submission to assure quality
- Mentor/train staff by working with them on grants, fit, argument and by providing guidance and individualized attention
- Direct prospect research and calendar development for all clients
- Works with staff to write all approach documents and provide time estimates for grants assigned

Experience/Qualifications

- 5 or more years of experience working with nonprofit organization(s); grant writing/fundraising experience preferred
- Demonstrated understanding of Fund Development and Communications
- Demonstrated knowledge of regional and national institutional giving and public sector RFPs, submission process with a special focus on state and federal government agencies
- Contacts or knowledge of area program officers and grant makers
- Defined specialties grant writing – for example: youth development; education; mental health; nutrition
- Background in Communications, Journalism, Public Relations or similar degree desired
- Excellent written and interpersonal communication skills
- Proven organizational skills including the ability to maintain data management systems, prioritize projects, meet multiple deadlines and work with teams
- Excellent computer skills in Microsoft Office Suite with a working knowledge of web content management systems, design software, donor tracking interfaces and digital marketing tools