

Foundations and Corporate Grants Manager Job Posting

The Foundation and Corporate Grants Manager at HOPE Atlanta will play a critical role in supporting the efforts of a growing Development team at Georgia's oldest nonprofit organization dedicated to fighting homelessness. In 2021, Action Ministries joined HOPE Atlanta and our programming now includes hunger relief.

The Foundation and Corporate Grants Manager is responsible for the creation and management of a well-coordinated, strategic grants plan to cultivate and solicit support from institutional funders. The ideal candidate possesses keen knowledge of the private foundation community and will build a robust portfolio of private and corporate foundation donors in support of HOPE Atlanta's mission. This individual must be able to work both independently and collaboratively and be highly self-motivated.

Duties and Responsibilities include, but are not limited to the following:

Foundation and Corporate Relations

- Create annual plan to secure private and corporate foundation grants, including renewals and upgrades
- Develop and manage a calendar of deadlines for proposals, reports, and other communication with current and prospective foundation funders
- Write and prepare grant proposals, letters of inquiry, reports, and other correspondence as required by corporate and private foundations. Ensure adherence to all submission and reporting deadlines as well as deliverables in grant agreements
- Work closely with the Chief Development Officer and CEO to identify strategic cultivation and stewardship activities, including setting up in-person meetings, phone calls, etc.
- Collaborate with the Director of Corporate Relations to execute corporate grant proposal and reports
- Work with program staff to stay abreast of metrics, outcomes and all other updates as needed for grant materials and general fundraising
- Conduct prospect research to identify new grant funding opportunities and contact funding prospects to determine priorities, guidelines, eligibility and requirements

Development Operations

- Work collaboratively with Development operations to maintain and update corporate and foundation records in CRM
- Report weekly on fundraising activities and progress against monthly and quarterly goals
- Provide a quarterly fundraising review, including outlook and opportunities of our Foundation and Corporate strategy and trends across the greater sector

Qualifications:

- Bachelor's degree required
- A minimum of 2-3 years of experience working with foundation and corporate partners in a nonprofit setting
- Experience with grant writing, donor cultivation, stewardship and solicitation
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint, etc).
- Proficiency using CRM systems, Salesforce experience a plus

Skills and Abilities:

- Demonstrated ability to understand and articulate organizational values/goals and programs and work collaboratively with staff and external partners/donors
- Excellent written and persuasion skills
- Demonstrated ability to achieve goals
- Demonstrated ability to think strategically and take initiative
- Proven competency with data mining, data analysis and donor research utilizing proprietary software

Physical Demands and Working Conditions

- 90% of work is performed in a work/home office environment; hybrid / flexible work with headquarters blocks from Ponce City Market
- Travel (10%): Capacity to travel throughout greater Atlanta for meetings and events