



**Community Rowing Inc.**

## Corporate and Foundation Grants Manager

### Position Summary:

The Corporate and Foundation Grants Manager plays an integral part of Community Rowing's development team, by maintaining a high volume of grant submissions. This position is primarily responsible for the cultivation, solicitation, and stewardship of grants from foundations and corporations to support CRI's fundraising priorities. The manager will also be responsible for supporting the execution of a comprehensive corporate fundraising strategy, consisting of philanthropic grants and event sponsorships. The ideal candidate will have a minimum of four years of development work experience, with at least two years of demonstrated success in grant writing and grant management - preferably within the youth development or higher-ed sectors, be comfortable interacting with high-profile donors and senior leadership, and thrive in a fast-paced, dynamic work environment.

### Areas of Responsibility:

#### Grant Writing & Prospecting

- Write creative and compelling grant proposals, letters of inquiry, concept papers, sponsorship proposals, impact reports, etc., meeting strict deadlines and following generally accepted development procedures and/or specific grantmaker guidelines.
- Maintain an accurate grants calendar, including scheduling and tracking of all grant activities and deadlines.
- Work with Director of Development to establish and implement systems, tools, and templates to ensure effective grant-writing processes.
- Coordinate with the Director of Development to identify prospective corporate and foundation donors through targeted research.
- Maintain and grow a portfolio of corporate and foundation donors and prospects for cultivation and solicitation through personal interaction, written solicitations, and stewardship actions that include emails, calls, letters, meetings, site visits, networking events, and other face to face donor activities.
- Ensure compliance with foundation/corporate grant agreements and on-time submission of reports.

#### Donor Cultivation and Stewardship:

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- Support and activate stewardship activities in coordination with the overall stewardship strategy of the development group.
  - Offer site visits and other hands-on experiences in coordination with the Director of Inclusion and Advocacy to deepen donor connections to the CRI's Outreach Programs and maximize financial impact.
  - Help shape key philanthropy-related messaging in cooperation with the Director of Inclusion and Advocacy including the annual report, impact reports, and other collateral to demonstrate donor impact.
  - Develop and implement cultivation and solicitation strategies, including collaborating with program staff to develop and present projects that align with prospect goals.
  - Facilitate outreach to donor prospect, including CRI leadership and board engagement, if necessary.
  - Collaborate extensively with the Director of Inclusion and Advocacy and program coordinators to support data tracking, report on outcomes, and ensure that CRI meets its financial objectives for support from grants and foundations.

#### Skills

- Strong interpersonal and organizational skills
- Excellent written and verbal communication skills
- Proven ability to work with others collaboratively and effectively
- Prior development and fundraising experience required
- Experience with Raisers Edge, Foundation Center, and other fundraising and communication software desired

#### Requirements

- Prior rowing experience or background is not required
- Bachelor's Degree.
- 2 to 4 years of grant writing and/or fundraising experience.
- Excellent verbal and written communication skills.
- Ability to work independently and as part of a team.
- Ability to step on uneven surfaces to safely move between all water vessels and docks
- Ability to periodically work nights and weekends

#### Benefits

- Competitive salary
- Generous Health and Medical Benefits
- Flexible work schedule

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- 403b match
  - Paid time off and sick time
  - Paid cell phone

How to Apply: Qualified applicants should forward a resume, cover letter, and short writing sample (preferably a grant request). Please email to [careers@communityrowing.org](mailto:careers@communityrowing.org)

#### Additional Information About CRI

CRI is dedicated to the belief that the sport of rowing provides a powerful tool to promote personal and community growth. CRI delivers after-school programs to public school youth as well as providing and promoting health and fitness opportunities to community members of all physical and cognitive abilities and ages in the Greater Boston area. Community Rowing Inc. was founded by U.S. Olympic and National Team rowers with the goal of growing and diversifying the rowing community and securing public access for the sport on the Charles River. Today CRI is the largest and most active community rowing organization in the United States.

CRI provides equal employment opportunities to all applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. CRI complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Additionally, Community Rowing Inc. expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.