



**Job Description  
Grants Manager**

**September 2016**

**Job Title:** Grants Manager  
**Reports to:** Vice President of Operations

**CHANGE's mission:**

The mission of CHANGE is to promote sexual and reproductive health and rights as a means to achieve gender equality and empowerment of all women and girls by shaping public discourse, elevating women's voices, and influencing the United States Government.

**Summary:** Founded in 1994, CHANGE has established itself as a leading voice for the health and rights of women and girls globally. Having recently launched a new strategic vision for the organization in 2016, CHANGE seeks a Grants Manager to help CHANGE meet its ambitious programmatic goals by managing the organization's fundraising activities. The Grants Manager serves as a key member of CHANGE's staff and is responsible for the entire grants lifecycle – from inquiry to close-out. The Grants Manager is a creative self-starter who will develop high-quality grant proposals and reports that show impact and results. Working closely with the President and management team, s/he will help build a philanthropic culture within the organization by collaborating with CHANGE staff and Board of Directors.

**Primary Duties and Responsibilities:**

- Lead in the creation and writing of compelling proposals for general and project-related grants and ensure timely reporting on achievement of program and project goals. Oversee preparation of budgets, financial reports, and supplementary materials.
- Strengthen existing donor relationships.
- Research, identify and qualify CHANGE for relevant sources of funding from private foundations, corporations, and non-U.S. government donors.
- Coordinate cross-departmental communication and activity related to development of proposals and preparation of required reports to donors.
- Work with the President and Vice President of Operations to create an annual development strategy and budget for all development activities.
- Chart the organization's long-term development course.
- Work with Vice President of External Affairs to increase CHANGE's visibility to potential individual donors through the generation of new fundraising materials and communications strategies, including a targeted high-donor list.

- Support Vice President of External Affairs on high-dollar donor cultivation, including preparing and executing a timeline for meetings, phone calls, and correspondence for CHANGE's President with donors; participate in donor meetings and correspondence as appropriate.
- Communicate fundraising goals, strategies, and deadlines internally to CHANGE's management team and Board.
- Keep informed of developments in philanthropy and fund development, as well as the not-for-profit sector; inform the President and Vice President of Operations on current trends, issues, problems, and activities.
- Monitor women's health and rights, HIV, human rights, and government accountability issues, as well as the efforts of donors (institutional and individual) and other organizations to identify fundraising opportunities.

**Qualifications:**

- 3 years' experience in fundraising; demonstrated success in soliciting and securing support from private foundations, individuals, and other institutions
- Bachelor's degree
- Excellent writing ability, including proofreading and editing skills, outstanding oral and written communication skills
- Demonstrated ability to set priorities, organize workload, manage competing demands, meet deadlines, and set and achieve ambitious goals
- Ability to understand organizational and program budgets for grants
- Strong interpersonal skills
- Demonstrated attention to detail
- A demonstrated commitment to women's rights and public health, as well as a strong commitment to the organization's mission and to high-level performance
- Broad working knowledge of sexual and reproductive health and rights issues desired, but not required.
- A sense of humor is invited

**Location:** The position is located at CHANGE's office in downtown Washington, D.C.

**Salary and benefits:** CHANGE offers competitive salaries (commensurate with experience) and an excellent benefits package.

**How to apply:** Please send a cover letter including a summary of relevant past experience and qualifications for and interest in this position, current résumé, a recent writing sample, a summary of your most recent 12 month-period of grant proposals (i.e., number of proposals submitted, total amount of funds requested, total number of grants awarded, and total amount of funds awarded), and three references.

- Email applications can be sent to [careers@genderhealth.org](mailto:careers@genderhealth.org) (Please put "Grants Manager" in subject line).
- Or you can mail application materials to:

Human Resources  
Center for Health and Gender Equity  
1317 F Street, NW, Suite 400  
Washington, D.C. 20004

**No phone calls please.**

The Center for Health and Gender Equity is an equal opportunity employer.

**To learn more about CHANGE, please visit [www.genderhealth.org](http://www.genderhealth.org).**