

**The Door**  
**Job Description**  
**Development Department**

**Position:** Grants Officer

**Supervisor:** Managing Director of Institutional Giving

**Overview:**

**The Door** is an unparalleled model for youth development, offering a comprehensive range of integrated services within a single site for nearly 11,000 New York City youth each year. Our mission is to empower young adults to reach their full potential by providing comprehensive youth development services in a diverse and caring environment. At **The Door**, youth can access health care and education, mental health counseling and crisis assistance, legal assistance, college preparation services, career development, housing supports, arts, sports and recreational activities, and nutritious meals – all for free and under one roof. By providing participants with our suite of integrated services, we seek to provide any motivated young person with the tools, resources, and opportunities needed to successfully transition to adulthood.

A major initiative within **The Door**, **Broome Street Academy** is a unique charter high school that prepares New York City's most vulnerable youth for a successful future through rigorous academics paired with supports of **The Door**.

The Grants Officer is an essential member of a dynamic Institutional Giving team that manages all foundation and government support. The ideal candidate will have a clear and demonstrated passion for communicating the work of the agency through their writing, participating in the program development process, and promoting social justice. The Grants Officer role is highly unique in that it enables you to manage a portfolio of programs, including the writing, project management, and submitting of multiple projects across a diverse range of public and private funders. Additionally, it provides the rare opportunity to work closely and collaboratively with executive leadership and senior program directors on fundraising strategy, program design and development, and goal setting. Combined, this experience is critical in developing a successful career in fundraising, non-profit management, leadership, and more.

**Responsibilities:**

- Write letters of inquiry, proposals, renewal requests, and all reports to a select portfolio of private funders, and in response to select government RFPs, including preparing and sending complete packages with all attachments and standard forms
- Manage the proposal and report deadlines for a set of program areas by maintaining and updating the agency's grant calendars and action sheets
- Coordinate the successful completion of multiple proposal and report deadlines with senior development and program managers
- Maintain accurate donor records and files
- Contribute to the gap-closing process and program expansion efforts by helping to develop the approach and identifying new sources of support through prospect research for new private foundation funders and the review of government RFPs
- Retain up-to-date knowledge about assigned programs and program developments; broker effective working relationships with program directors and finance officers
- Facilitate the completion of government contract packages
- Assist with special events and complete other relevant tasks as assigned by supervisor

**Qualifications:**

- Minimum Bachelor's degree from accredited institution and at least two years of grant writing experience required
- Superior writing and communication skills, with emphasis on proposal writing

- Excellent time management skills and ability to manage multiple projects and effectively set priorities
- Demonstrated ability to manage a robust portfolio of funders and demonstrated success securing funding of all types, including upgraded funding and new funders
- Excellent critical thinking skills as related to creating coherent logic models for funding proposals, analyzing and synthesizing program design from program colleagues, and integrating the nuances of funders' particular interests in advancing a body of work into our approach
- Excellent computer skills including data base, word processing
- Ability to work efficiently in a deadline-driven environment
- Knowledge of foundation and funding worlds (in related, non-profit fields a plus)
- Excellent donor relations skills
- Ability to work independently and as an effective member of a team
- Ability to work with and relate to board members, foundation/government contacts, and program directors
- Must be available for occasional evening events

**Salary:** \$60K, plus generous benefits package

**Hours:** 35 hours per week

*We are committed to building a diverse and inclusive community. We support a broadly diverse team who will contribute to our organization. We are an equal employment opportunity for all regardless of race, color, citizenship, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, veteran or reservist status, or any other category protected by federal, state, or local law.*