



## Job Posting

### Full-time Position Available: Grants Manager

The Asian American Civic Association (AACAA) provides limited English speaking and economically disadvantaged people with education, occupational training and social services enabling them to realize lasting economic self-sufficiency.

**Position Available:** The Grants Manager is responsible for researching funding opportunities; writing and submitting program related grants and reports (including corporate, foundation and government proposals); maintaining the grants database and grants reporting calendar; generating departmental reports; and maintaining and managing the relationships with funders as needed. In addition, the Manager will research individual prospects in support of the major gift efforts and may assist the development team in other fundraising activities, such as events and individual donor engagement. This position will have a leadership role, helping to build a stronger grant management process.

#### Primary Duties and Responsibilities:

- Identify organization-wide fund needs
- Prospect research on both prospective individual funders (in support of the Major Gifts team) as well as corporate, public grants and foundation funders in all relevant areas of opportunity
- Prepare letters of inquiry and write compelling proposals for new and renewal grants
- Timely completion of all grant proposals
- Maintain up-to-date files and grants database for the tracking of grant renewals, deadlines and execution to inform management of grant status and progress toward goals
- Maintain a portfolio of grants and foundation relationships and serves as the primary manager
- Translate emerging strategies into compelling, cohesive narratives about AACAA's growth
- Have accurate data and an up-to date organization profile
- Build a stronger grant management process
- Follow up on all grant denials to determine the cause
- Ensure reporting compliance for all grants and provides writing and editing support to program managers and the development department when needed
- Assist in the grant budget preparation process in collaboration with Executive Leadership and Finance
- Communicate and develop relationships with funders
- Oversee interns, volunteers and other staff assigned to grants
- Attend workshop, training and meetings as needed
- Participate in fundraising activities for agency
- Perform other duties as assigned

#### Qualifications/Requirements:

- 3 years minimum and 5 years preferred of proven success in grant writing, grant research, and grants management including reporting
- Bachelor's degree
- Superior written and verbal communication skills
- Able to work independently, yet knows when to seek support
- Detail oriented and good project management skills
- Collaborative effectively with executive leadership, finance and program staff
- Ability to meet deadlines, juggle multiple priorities and adapt to a rapidly changing environment
- Good computer skills

**Salary range: Commensurate with experience**

**To apply**, send resume and cover letter to:

HR Department

Asian American Civic Association

87 Tyler Street, 5<sup>th</sup> floor

Boston, MA 02111

Email: [hr@aaca-boston.org](mailto:hr@aaca-boston.org)

*Asian American Civic Association is an equal opportunity/affirmative action employer*

