Job Title: Grants Manager
Reports to: Senior Grants Manager
FLSA Status: Full Time Exempt
Fully remote; must be located in the U.S.
Start Date: November 6, 2023

If/When/How: Lawyering for Reproductive Justice transforms the law and policy landscape through advocacy, support, and organizing so all people have the power to determine if, when, and how to define, create, and sustain families with dignity and to actualize sexual and reproductive wellbeing on their own terms. We are the leading-edge reproductive justice lawyering organization on the ground, representing people in crisis, reshaping law, and making just policy as we build a stronger, progressive base of legal stakeholders invested in these issues and networked to one another.

POSITION SUMMARY:
If/When/How (IWH) seeks a Grants Manager to help manage the organization’s institutional fundraising efforts. The Grants Manager will work closely with the Senior Grants Manager and the Senior Development Director to manage the process of submitting timely and high-quality foundation materials. They will also liaison with the finance team to produce budgets and financial statements for funders. The Grants Manager will oversee the grants calendar, track grants data and communications, and execute submissions. The ideal candidate will have exceptional project management skills, an understanding of nonprofit finance and budgets, and familiarity with nonprofit development.

COMPENSATION: $85,000 - $90,000 depending on experience

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Manage a calendar of past, current, and upcoming institutional fundraising proposals and reports, and ensure smooth workflow and timely submission of said items.
- Coordinate with the finance team and the Senior Grants Manager to support budget preparation, budget narratives, and financial statements.
- Work with the Development team to collect and disburse organizational documents required by current and prospective funders.
- Manage grantee portals for grant and report submissions.
- Organize all grant agreements/contracts, budgets, supporting documents in an online filing system.
- Maintain records and track current and prospective grant status, funder contacts, agreements, and payments both in CRM and in team tracking tools.
- Identify and develop strategies to streamline the grants administration process.
- Prepare weekly, monthly, quarterly, and annual reports on current status of submissions, renewals, and received and pending funding for the Sr. Development Director.
- With the Sr. Grants Manager, prepare simple reports and proposals for funders as needed.
OTHER DUTIES
● Work with the Development Team to create and foster Community Centric Fundraising values within the organization.
● Perform other Development-related duties as assigned.
● Participate in and support other fundraising activities within the Development department.
● Participate in org-wide staff meetings, department meetings, trainings, and retreats.
● Willingness to participate in internal volunteer committees to help co-create a vibrant, equitable, and collegial work environment.

EDUCATION AND EXPERIENCE:
Required:
● 3+ years of project management experience, preferably at a nonprofit
● 2-3 years of experience with finance, accounting, and budgeting, preferably at a nonprofit
● 2-3 years of experience working with or on a nonprofit development or fundraising team

Strongly preferred:
● Experience working in a social justice field, with reproductive health, rights, and justice a plus
● Experience working with private foundations and institutional funders
● Direct experience utilizing CRM platforms such as Salesforce

KNOWLEDGE, SKILLS, AND ABILITIES:
● Commitment to social justice and racial justice/anti-racist principles.
● Meticulous attention to detail.
● Demonstrated success in project management.
● Self-motivation and ability to take initiative, with effective organization, time, and project management skills.
● Ability to prioritize tasks and nimbly shift between projects as needs evolve.
● Facility with online CRM systems such as Salesforce, project management systems, file sharing, and common workplace communications platforms.
● Excellent verbal and written communication and ability to synthesize and convey information clearly.
● Strong proficiency with Microsoft Office, especially in Excel and Word, and G Suite including Google Drive, Gmail, Sheets, and calendar.
● Eagerness to work with and learn from strong, intelligent, and passionate team members.
● Collaborative team player with ability to give and receive constructive feedback.
● Flexibility and adaptability to change and growth.
● Ability to thrive in a virtual workplace and willingness to build relationships remotely.

ORGANIZATIONAL RELATIONSHIPS:
Reports to Senior Grants Manager and works closely with other members of the Development team. Collaborates with the Finance team and other staff as needed.
WORK ENVIRONMENT:
If/When/How maintains a virtual office and supports remote working and flexible work days, including a 4-day work week. Reimbursements for home office equipment and supplies are available. Occasionally, employees may be expected to be available during off-hours and/or to attend events (e.g., conferences, staff retreats) on nights or weekends. Please note that this role requires the employee to be located within the United States. We are unable to consider applicants residing outside of the United States at this time.

PHYSICAL DEMANDS:
Most work will be done on a computer. Requires typing and participating in meetings (live and virtual). Reasonable accommodations will be made to enable individuals with disabilities to perform these and other essential functions.

TRAVEL:
Willingness to travel approximately two (2) times annually within the continental U.S. Additional travel will be required to support teamwork and attend staff retreats, conferences, and professional development opportunities.

BENEFITS:
If/When/How provides a generous benefits package consisting of fully paid insurance coverage for health, vision, dental, life, and disability; flexible spending accounts (FSA) for health, dependent care, and transportation; retirement plan; sick leave, vacation (starting at 15 days a year, upfront), and holidays; 4-day work week; plus, a one-week office closure in December. Employees also receive generous professional development stipends and paid memberships to professional associations.

START DATE: November 6, 2023

HOW TO APPLY: Applications will be accepted until 5:00 pm ET on August 29, 2023. Interviews may begin sooner than the deadline, but we will consider all applications submitted by the deadline.

Send the following documents in PDF format to opportunities@ifwhenhow.org:

- Please include the words “Grants Manager” and your last name in the subject line of the email.
- Cover letter that (1) speaks to how your experience and skill set meet the qualifications for this role; (2) lists how you heard about this position; and (3) discusses your commitment to social, racial, and reproductive justice;
- Resumé;
- List of three (3) references with contact (name and pronouns) and relationship information (title, where/when you worked together, and LinkedIn profile, if available). Please note that references will not be contacted until the final round of interviews.
- A writing sample or other document no more than 3 pages long that demonstrates either your experience with institutional fundraising OR a project management plan/system you created. (If neither are available, please submit a short, written piece (article, blog post, essay, email) that demonstrates your writing style.)
If/When/How: Lawyering for Reproductive Justice is an “at-will” and equal opportunity employer, committed to attracting, developing, and retaining exceptional people. We welcome and encourage applicants with diverse experiences, identities, and educational backgrounds. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance.