

Position: **Director of Grants & Data Management (Salaried, Full Time)**

Pay Grade: **6**

Summary

Directs and manages all grant activity for the YWCA Richmond, including proposals, monitoring and reporting requirements for government, corporate, private foundation and United Way grants. Develops and manages an effective data collection and management system to track program goals and outcomes.

Grant Duties

Essential Functions: Responsibilities include, but are not limited to, the functions listed:

- Plans and executes all grant applications, reports and files amendments for all federal, state and local government grants; private foundations, corporations and United Way
- Identifies new funding opportunities to match client and agency priorities
- Collaborates with development team on corporate relations and major gift prospecting
- Supervises contract and volunteer grant writers
- Facilitates relationships between key leadership staff, government agencies and foundations
- Represents YWCA Richmond at trainings and meetings
- Works closely with Chief Development Officer to plan and execute strategies and activities to engage current, former and prospective foundation staff and leadership and provide appropriate donor stewardship and acknowledgement
- Works closely with Chief Financial Officer to forecast and ensure management of funding and adherence to programmatic restrictions on funding
- Serves on YWCA Leadership Team
- Prepares reports detailing funding accomplishments for Executive Team, YWCA Board of Directors, Young Women's Leadership Alliance and funding partners as needed

Data Management Duties

Essential Functions: Responsibilities include, but are not limited to, the functions listed:

- Designs standardized and accessible systems for capturing, reporting and distributing data (including outcomes and metrics) across the organization
- Leads implementation & management of data tool (Apricot by Social Solutions)
- Creates dashboard system for program reporting
- Collaborates with community partners/funders to ensure data alignment (HOMEWARD, United Way, Greater Richmond Regional Collaborative)
- Uses Blackbaud to cultivate and steward relationships with public and private funding partners

SUPERVISION

This position reports directly to the Chief Development Officer and serves at the YWCA Downtown office located at 6 North 5th Street, Richmond, VA 23219.

QUALIFICATIONS

Education:

- Bachelor's Degree from a four-year college or university in a related field is required.

Experience:

- Three to five years of experience in development, grant writing, grants administration
- Experience working for and/or with state agencies and nonprofit organizations preferred

Skills/ Requirements

- Excellent oral and written communication skills
- Ability to develop and maintain networks and relationships
- Ability to work closely with program teams to ensure accurate and timely reporting of data
- Ability to work with a diverse team to ensure compliance with all requirements and funding restrictions
- Close attention to detail with strong organizational skills
- Ability to track, meet, and maintain a variety of deadlines
- Ability to work independently

Staff demonstrates their understanding of the critical role volunteers play in helping YWCA achieve our mission by providing volunteers the resources and training needed to be successful, offering meaningful experiences, treating them with respect, and clearly communicating needs and impact of their contribution to the work of the organization.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The incumbent is expected to perform other duties necessary for the effective operation of the agency.

How to apply

Please email a cover letter, salary requirements, and resume to jobs@ywcarichmond.org