



Mile High Youth Corps helps youth make a difference in themselves and in their communities through meaningful service opportunities and educational experiences.

Development Manager: Grants

Position Overview: The Development Manager: Grants is responsible for grant proposals to public and private institutions, including foundations and some government agencies. On average, Mile High Youth Corps submits 60 applications annually to support programs. This position oversees proposal submissions, grant reporting, stewardship and acknowledgements as well as managing relationships with institutional funders. The Development Manager: Grants is a member of the Development team and supports the overall fundraising goals of the department and the agency.

Reports to: Director of Development & Communications

Responsibilities:

- Write and submit grant applications to government agencies, private and corporate foundations for Metro Denver and Southern Front Range offices.
- Maintain strong relationships with historical, new and potential funding partners.
- Develop and maintain, in conjunction with Director of Development & Communications, grant application calendar for all grant requests.
- Track established metrics as outlined in the annual development plan.
- Research grant opportunities and update relevant data for proposals.
- Perform various grant administration functions such as budget amendments, work plan changes, program evaluation, etc.
- Manage records for institutional funders using database.
- Ensure accurate and timely preparation of grant reports in conjunction with the Finance Department.
- Prepare reports for the development committee.
- Collaborate with the Finance Department to create and maintain grant expense tracking and documentation.
- Work with appropriate departments to gather to demonstrate impact to funders and ensure that proper records are maintained
- Communicate relevant grant information and funding opportunities with organizational departments and all appropriate internal users.
- Support marketing and branding efforts.
- Prepare written and statistical reports for various audiences.
- Perform any other duties, as necessary.

Education Qualifications

- Minimum post-secondary certificate or degree.

Required Qualifications:

- Proven track record in grant writing. Two years of grant administration experience preferred.
- Exceptional initiative and drive for ongoing improvement.
- Strong belief in and support of Mile High Youth Corps' mission.
- Demonstrated commitment to diversity, equity, and inclusion.
- Knowledge of common grant template, grant writing procedures and evaluation practices required. Excellent written and oral communication skills.
- Detail oriented and able to manage and meet deadlines.
- Knowledge of grants and grant administration systems, processes and budgeting.
- Ability to analyze and systematically compile technical and statistical information.
- Ability to prepare reports and correspondence; comprehend and make inferences from written material; interpret federal, state, and local government laws and regulations and data.
- Ability to work effectively across teams to coordinate effective submission of grants and reports.
- Highly Proficient in Microsoft Office Suite and an ability to learn new computer skills as necessary.
- Must be able to legally work in the United States, which will be verified via the federal E-Verify program.
- Pre-Employment background check, which includes fingerprinting, is required.
- Pre-employment drug screen required.

Desired Qualifications:

- Knowledgeable of the Colorado philanthropic community and relevant funding areas (e.g. youth development, environment, economic self-sufficiency, etc).
- Experience with local and state government grants, federal funding requests and government grant submission.
- Experience working in Salesforce database.

Hours & Compensation

- This is a full-time regular position. Medical, dental, vision and life benefits are available on the 1st of the month after working 60 days. Mile High Youth Corps also offers a Section 403(b) Retirement Plan.
- Some evenings and weekend hours may be required for youth corps related functions.
- Salary range is \$50,000-\$60,000/year dependent on experience and skillset.

To Apply

Send resume & cover letter to: jeslins@mhyc.net (include position title in the subject line)

Mile High Youth Corps is committed to diversity in principle and practice, both in the community at large and within the organization. We are, therefore, committed to having our internal operations and employment practices administered on a non-discriminating basis inclusive of, but not limited to, race, religion, color, socioeconomic status, gender, age, sexual orientation, military or veteran status, physical or mental disability, marital status, or national origin. Every effort shall be made to grant reasonable accommodation for qualified people with disabilities to participate in this AmeriCorps program.