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FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

Job Title: **Grant Manager**

Revision Date: October 2023

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**POSITION SUMMARY:**

The YMCA of the Chippewa Valley is a nonprofit organization that contains 6 locations. The Grant Manager will be responsible for stewarding the Y's cause, promoting and protecting the brand and its reputation as a global, inclusive organization within the community. The Grant Manager also prepares, submits, and manages grant proposals in support of the Y's philanthropic endeavors.

**ESSENTIAL FUNCTIONS:**

1. Researching new grant opportunities.
2. Preparation and submittal of grant applications.
3. Required grant reporting to agencies and foundations.
4. Obtaining a complete understanding of Y programs and initiatives dependent on grant funding.
5. Administrative responsibilities (grant acknowledgements, billings, etc.)
6. Other duties as assigned to support the mission of the Y.

**QUALIFICATIONS:**

1. Must have excellent communication skills; demonstrated experience communicating with a wide range of audiences and able to present key information in an engaging way in terms of both language and visual presentation.
2. 3+ years of Grant Writing experience
3. 3+ years working in a non-profit setting.
4. Ability to work independently and with a team.
5. Strong analytical skills, action-goal-orientated
6. Exceptional project management skills, extremely well-organized and strong attention to detail.
7. High degree of professionalism and customer service.
8. Ability to prioritize tasks and meet deadlines.
9. Proficient in Google applications and Microsoft Office Suite.
10. Please submit your resume and cover letter to be considered.

**Job Type:** Full-time

**Pay:** \$42,000.00 - \$58,000.00 per year

**BENEFITS:**

1. Free Childcare (early learning center, before/after school care, and summer day camp)
2. Free family membership

## YMCA JOB DESCRIPTION FOR GRANT MANAGER

3. Discounts on programming and Camp Manitou
4. 12% employer contribution to 401a (once YUSA conditions have been met)
5. Medical, dental, and vision insurance
6. Company paid life insurance and long term disability
7. A PTO package consisting of vacation, sick, and holiday pay
8. Flexible working hours/location
9. A fun, community-oriented team

### **Schedule:**

- Day shift
- Monday to Friday
- No nights
- No weekends

**Supplemental pay types:** Bonus pay

**Education:** Associate (Required)

### **Experience:**

- 3+ years of Grant Writing experience (required)
- 3+ years working in a non-profit setting (required)

### **License/Certification:**

- Google applications (Preferred)
- Microsoft Office Suite (Preferred)

**Work Location:** In person

### **How to Apply:**

Send your cover letter and resume to: Suzie Slota, Director of Mission Advancement, at [sslota@ymca-cv.org](mailto:sslota@ymca-cv.org)