



Towards Employment

POSITION:	Grants Associate
REPORTS TO:	Director of Marketing, Development & Community Engagement
POSITIONS SUPERVISED:	none
FLSA STATUS:	Nonexempt

OVERVIEW: Towards Employment is a national leader in workforce development. We connect people to careers which changes people's lives, advances businesses, and strengthens community in Northeast Ohio. Founded in 1976, Towards Employment has gained local and national recognition for achieving excellent outcomes through the hard work of its dedicated staff. At Towards Employment we value critical thinking, intellectual curiosity, open communication, and collaboration. We embrace diverse perspectives, have a collective passion for the work we do and a curiosity to find new and better solutions. As a staff, we work towards achieving our organizational vision - an equitable workforce system where racial income gaps have been eliminated and everyone, especially those most affected by systemic racism, has access to family-sustaining wages and quality jobs.

POSITION OVERVIEW: Key to our success is building strong relationships with, and appreciation for, our institutional donors (foundations, corporations, and government entities). The Grants Associate partners with the Director of Marketing, Development & Community Engagement to create and execute development strategies related to grants management including research, submission, work across program and finance team for data gathering, and reporting. This position is part of a fast-paced development, marketing & community engagement team and works in tandem with the Development Associate to meet robust annual and capacity campaign fundraising goals.

Grants Management support (75%)

- Help secure \$2M+ of institutional support on an annual basis from foundation and corporate grants and sponsorships
- Maintain grants calendar and digital folders (correspondence, grant agreements/requests and reports); communicate upcoming deadlines to program and finance team; partner with program team to submit organizational grant reports and grant applications as needed
- Receive and enter grants data into grants management system and online filing system and ensure integrity of data
- Seek out and analyze data to inform development strategy
- Conduct regular institutional prospect research to grow portfolio by a minimum of 5 new funders annually and identify potential institutional funders for capacity campaign

Special Events (20%)

- Support corporate sponsorship requests to ensure listed benefits and fundraising goals are met
- Support annual fundraising event as part of the Marketing, Development & Community Engagement team
- Support capital campaign cultivation events for foundations and corporations as needed

Other (5%)

- Serve as staff point person for TE's associate board – TEYP
- Provide back up support to Development Associate, and other administrative support as needed

QUALIFICATIONS

- 1-3 years minimum experience in grant-seeking or project management, or as a development associate working with institutional donors
- Bachelor's degree (or equivalent working in non-profit organizations or fundraising)
- Meticulous record-keeping skills and detail-oriented approach
- Experience working in a fast-paced environment while maintaining high personal standards for the quality of output
- Aptitude in CRM systems like DonorPerfect, Microsoft Word, Excel, Outlook, and PowerPoint
- Research skills and experience a plus

COMPETENCIES

Success in this position also requires:

- **Detail Orientation** – Prioritizes the importance of accuracy in all matters; ability to review work and identify errors; values high quality work product and responsiveness.
- **Relationship Building** – Ability to work effectively and collegially with people with a diverse cultural, socioeconomic, racial, and educational backgrounds; ability to understand and bridge relationships between constituents and stakeholders, internally and externally.
- **Confidentiality and Discretion** – Ensures a high level of discretion at all times, on all matters.
- **Flexibility** – Able to be flexible in the face of changing circumstances or plans. Willingness to engage comfortably through change.
- **Schedule Flexibility** – Able to work or attend events outside of traditional work hours or on weekends.
- **Growth Mindset** – Embraces a culture of continuous learning and a can-do attitude, readily adapts to change, is intellectually curious and a critical thinker.
- **Social Justice and Racial Equity Advocate** – Passionate about promoting racial equity and inclusion at personal, organizational and systems levels; Understands the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities.

EMPLOYEE BENEFITS

Towards Employment offers competitive benefits including employer subsidized medical, prescription drug, vision, and dental insurance; matching traditional and Roth 401k; life and disability insurance. Voluntary benefits include HSA and FSA savings accounts, accident, critical illness and hospital indemnity insurance and dependent life insurance. Also, employees receive paid vacation, 10 sick days, 3 personal/wellness days, plus 13 paid holidays annually.