

Britepaths
JOB DESCRIPTION – GRANTS MANAGER

Job Title: Grants Manager
Reports To: Senior Director of Development + Communications
Job Status: Full-time – 35hrs/wk
Location: Candidate must reside in Greater Washington, D.C. Metro Region, Northern Virginia preferred
Hybrid – in-office Fairfax, telecommuting

Available Benefits

Health Insurance, Life Insurance, Paid Holidays (including personal Birthday)/Vacation/Sick Time/Family Medical Leave, 403b Match, Flexible Schedule, Telecommuting

Mission

Britepaths is a 501c3 non-profit organization providing food and financial assistance, financial education, workforce development programming, and services for clients across Northern Virginia. Our programs stabilize clients facing economic crisis, foster personal and professional empowerment, and support the needs of children. Please see our website for our values statement. We are explicitly working to cultivate an inclusive, equitable, and diverse organization.

Role Summary

At Britepaths, we're proud of our 41-year history of meeting evolving community needs. To help us build resources and position the organization for future growth, we're seeking a highly skilled and experienced Grants Manager. The ideal candidate will have extensive government, corporate, and foundation fundraising experience in a dynamic nonprofit setting. The role requires outstanding organizational and leadership skills – and an ability to synthesize data for compelling case for support and narrative building. The successful candidate will oversee a diverse collection of grants, develop grant strategies and organization tools, and handle the full grant lifecycle from prospecting to proposal development and reporting.

Objectives of this role

- Collaborate with Executive Director and Sr. Director of Development + Communications in the development and implementation of grant revenue goals and strategies
- Steward and grow existing portfolio of government, foundation, and corporate grants to identify and pursue new funding opportunities
- Collaborate with program leads to synthesize data, assess progress toward goals, and translate outcomes into compelling impact narratives.

Responsibilities

- **Strategy and planning:**
 - In collaboration with the Senior Director of Development + Communications, develop and implement a comprehensive grants strategy aligned with organizational goals
 - Plan and coordinate the annual grants calendar, including timelines for proposals and reporting
- **Grant lifecycle management:**
 - Manage the full lifecycle of grants, from identification of opportunities to proposal writing and submission

- Oversee post-award activities, including reporting and ongoing cultivation/relationship building
- Ensure compliance with all grant requirements and regulations
- **Financial and administrative oversight:**
 - Manage the collection of data and reporting on grant-funded programs
 - Maintain organized grant award files and grant management systems
- **Relationship management:**
 - Build and maintain strong relationships with funding agencies and prospective funders
 - Serve as a liaison with funding source program officers

Required education, skills, and qualifications

- Bachelor's degree (or equivalent work experience) in nonprofit leadership, business development, or related field
- Five (5) or more years in nonprofit fundraising role
- Strong working knowledge of Greater Washington, D.C. governmental and foundation grantmaking and corporate philanthropy
- Proven track record of securing major gifts, six-figure+ government, foundation, and corporate grants
- Masterful organization, written and verbal communication, and leadership skills
- Artful storytelling and presentation skills
- Superior working knowledge of multiple operational functions and principles, including program evaluation and budgets
- Impeccable attention to detail and deadlines
- Experience in developing cases for support, theory of change and logic models, and budgets

Position requires 35 hours/week, with at least 3 days/week in the Fairfax office, commensurate with an annual salary of \$60,000. Work schedule is flexible, with required core hours Monday – Friday 10am to 2pm. Reliable internet connection at home is required for telecommuting; laptop will be provided. Occasional weekend and evening work will be required. Must have own transportation. Greater Washington regional travel required.

To apply: send cover letter and resume to aali@britepaths.org.