

Grants Manager – Full-Time

[Domus Kids, Inc](#)

Stamford, CT

\$60,000 - \$70,000 with competitive health benefits, 403b plan and paid time off.

Domus is a nonprofit helping nearly 900 teens and young adults achieve self-sufficiency through school engagement and workforce development services.

The Grants Manager will assist the Deputy Director and development team by researching, identifying, obtaining, and managing grant opportunities that provide the revenue and resources necessary to support Domus’s programs and initiatives. The Grants Manager will be responsible for all required reporting for grants received, ensuring that funds are directed to appropriate programs to drive youth outcomes forward. Responsibilities include:

Grant Management

- Research RFPs, foundations and other new grant opportunities applicable to Domus’ programs and projects
- Complete grant applications, grant reports, and other writing projects which best align with the Domus mission at accumulate the resources necessary to support the organization’s target population
- Manage “grant tracker” list of application and report deadlines and maintain electronic and paper files of grant applications, reports, award letters, contracts and other documents
- Coordinate reporting cycle as determined by grantee to ensure Domus meets required deadlines and deliverables
- Coordinate with Domus leadership team and finance team to ensure grant funds are received and allocated accordingly

Communicating the Domus mission

- Visit Domus programs to build relationships with staff and obtain first-hand experience for use in writing blurbs used for grant applications and communication
- Maintain boilerplates by compiling current program descriptions, demographics, outcome results, and narratives about each Domus program
- Assist with answering funder inquiries and hosting funder site visits
- Help Development team in a variety of tasks to hit annual fundraising goals including assisting with fundraising events

This is a full-time year-round position. The work schedule will require the Grants Manager to attend all fundraising events. This is a hybrid position: minimum two days per week in person at our offices in Stamford, CT with the remainder remote.

QUALIFICATIONS

- Bachelor Degree or equivalent experience
- 3+ years of experience writing corporate, foundation, and government grants preferred
- Experience as a researcher or writer (grant-writing, journalism, communications, marketing, technical writing)

- Superb writing and storytelling skills, with clear and concise writing style, excellent grammar, and an eye for copy editing
- Exceptional verbal communication skills.
- Knowledge of fundraising strategies and principles strongly preferred
- Experience working for a non-profit organization highly preferred
- Proven ability to collect, analyze and respond to data
- Commitment to the Domus mission, values and core principles
- Strong Microsoft Office Skills including Word, Excel, and Outlook
- Knowledge of Raiser’s Edge or similar fundraising software preferred
- Demonstrated strong work ethic and time management skills
- Project management skills
- Flexibility and adaptability with proven ability to shift styles to fit the needs of a wide range of cultures, people and organizations
- High emotional intelligence with proven ability to work with diverse individuals from different backgrounds
- Proven ability to receive and respond to constructive feedback
- Ability to work fundraising events as needed, during nights and weekends

Domus is an equal opportunity employer.

Domus is committed to creating a diverse, equitable, and inclusive environment. Domus does not discriminate based on race, sex, color, religion, age, national origin, marital status, disability, veteran status, genetic information, sexual orientation, gender identity, or any other reason prohibited by law in provision of employment opportunities and benefits.

Please submit a resume and cover letter to Craig Baker, Deputy Director, cbaker@domuskids.org.

Core Program Beliefs

The following beliefs are essential commitments for our staff team:

- We believe that within each of us is a desire to move towards health and achievement, under the right conditions. It is our job to provide young people with those conditions.
- We believe that every young person wants to love and be loved. It is our job to love these young people, and to help them learn to love themselves and others.
- We believe in the power of belonging. It is a core human condition to want to be missed when we are gone. We will miss young people when they are absent, and we will express that: “We didn’t see you yesterday. We missed you. We are glad you are back”. We will make sure every young person belongs in our community. No matter what. “She drew a circle to shut me out. Heretic, rebel, a thing to flout. But love and I had the wit to win. We drew a circle that took her in” (Edwin Markham)
- We accept young people for who they are. Right here. Right now. They do not have to change to be respected and loved and valued and be a member of our community. Behavior is not a condition of their worth as human beings.
- We believe that every young person wants to be in charge of their own life. To that end, we will give young people a voice in this program, and choices of how to best accomplish their goals.
- We are hungry to understand if our interventions are having the intended impact. We will be meticulous in our data entry, and ruthless in our hunt to understand the data and learn from it. If what

we are doing is not working, we will set aside our egos, intentions and preconceived notions and we will change what we are doing.

- We believe that the young people with whom we work deserve our full attention and our best selves. Therefore, we will: NOT allow our personal beliefs or baggage to interfere with our work; we will commit to doing excellent work all the time on behalf of our young people; we will be honest and transparent with ourselves, our colleagues and our partners. To be very clear, by working in this program we are committing to:
 - Engaging in self-care outside of work so that our personal issues don't interfere with our ability to focus on our young people;
 - Open communication - Bringing all issues directly back to the person OR to the group session in a way that fosters a healthy team;
 - Learning our craft before practicing on our youth;
 - Giving and receiving honest feedback, even if it is uncomfortable to hear or say.