



Grants Coordinator Pro Bono Partnership

Pro Bono Partnership provides (i) high-quality, free, business legal services, educational workshops, and other legal resources to nonprofit organizations that contribute to the quality of life in local communities and (ii) rewarding pro bono opportunities to business attorneys in corporations and law firms, with a particular focus on engaging volunteers from corporate legal departments. We are currently working remotely due to the pandemic.

The Partnership helps its clients make better business decisions and, through workshops and other educational outreach, pro- actively promotes best practices and accountability within the nonprofit sector. Our extensive corps of volunteer attorneys from the region's major corporations and law firms represents a very broad range of legal expertise that allows us to leverage our staff of twenty-two into an expansive pro bono legal program providing assistance to hundreds of nonprofit organizations throughout the tri-state region each year. Learn more about Pro Bono Partnership at www.probonopartner.org

Position Summary

The Grants Coordinator provides fundraising support to the Director of Development, primarily by collaboratively managing a portfolio of foundation, corporate, and government grants.

Essential Job Functions

The duties outlined below are considered to be the most significant responsibilities of the Grants Coordinator, ones that are essential for effective performance in this position. Responsibilities include, but are not limited to:

- Work collaboratively with the Director of Development on fundraising initiatives, primarily on grants. Assist with other department initiatives as necessary.
- Oversee portfolio of renewals and prospects in collaboration with Director.
- Track and meet upcoming grant proposal and report deadlines.
- Draft, prepare, and submit grant proposals, reports, and letters via online portals, etc.
- Conduct prospect research and prepare profiles.
- Prepare and update budgets for funders based on information provided by finance staff.
- Maintain donor files.
- Collaborate with program and finance staff.
- Assist in the development, distribution, and analysis of annual client and volunteer surveys for fundraising purposes.
- Assist at special events and cultivation events.

Qualifications

Education/Experience

- Bachelor's degree required.
- Development experience with a focus on grant writing desired.



Skills/Abilities

- Detail oriented, focused, organized, and energetic.
- Ability to work under pressure and manage time effectively.
- Ability to handle multiple tasks and concurrent deadlines, working both independently and collaboratively.
- Strong writing, editing, and grammatical skills.
- Comfortable with technology, specifically proficiency in MS Office suite, especially Excel and Word, and proficiency in Adobe Acrobat Pro required.
- Strong database experience, Salesforce or Salesforce Nonprofit Support Pack preferred.
- Ability to communicate clearly and with diplomacy.
- Some grants budgeting experience would be helpful.
- Comfortable speaking on the phone.
- Team players with a sense of humor and exceptional work ethic encouraged to apply.

HOW TO APPLY

Please send your resume, **a writing sample and a thoughtful cover letter**, outlining how your skills and experience meet the qualifications of the position to employment@probonopartner.org.

Resumes without a cover letter and writing sample will not be considered. Applications will be accepted until the position is filled.

SALARY AND BENEFITS

Mid to high \$40s DOE. Excellent benefits include medical, dental, 403b plan, flexible spending account, paid holidays, and generous vacation.

WORK LOCATION Currently fully remote, although office space is available in White Plains, NY or Parsippany, NJ. We anticipate staff will eventually have the option to work flexibly between home and office (either White Plains or Parsippany).

PROFESSIONAL LEVEL

Professional

MINIMUM EDUCATION REQUIRED

4-year degree

We are an equal opportunity employer, and welcome applicants without regard to race, color, religion, sex, sexual orientation, gender identity, age, disability, national origin, veteran status, or any other characteristic protected by applicable law. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact Catherine Ganley at CGanley@probonopartner.org.