



Grant Manager Job Description

About AJLI:

Founded in 1901 by New Yorker and social activism pioneer Mary Harriman, the Junior Leagues are charitable nonprofit organizations of women, developed as civic leaders, making a demonstrable impact on their communities. In 1921 the Leagues joined forces as an association, which is today known as The Association of Junior Leagues International, Inc., in order to bolster their power and amplify their voice through shared knowledge and common causes.

True to their mission, today's League members work at the forefront of social reform, tackling the toughest and most critical issues of the day—including childhood nutrition and obesity, human trafficking, foster care, juvenile justice, teen self-esteem, cybercrimes, literacy and the environment, among others—for the purpose of enhancing the social, cultural and political fabric of civil society.

As a result of this work, The Junior League—and the more than 110,000 women in over 297 communities in the United States, United Kingdom, Canada, Mexico, Kenya, and France who comprise its ranks—has amassed an archive of tangible results and a reputation as thoughtful and influential change agents dedicated to the public good.

Today AJLI is a charitable nonprofit organization that provides continuity and support, guidance, and leadership development opportunities to its member Leagues. Through regional, national and international meetings, comprehensive resources, customized consultations, and League and member benefits, it supports its member Leagues in the fulfillment of The Junior League's Mission. AJLI is governed by a Board of Directors, which is accountable to the Leagues and comprised of women who are members of the Junior Leagues in their communities. The Association's staff, under the leadership of the CEO, provides services to Leagues that support the established goals.

Position Summary:

As the Grant Manager, you will be responsible for identifying potential funding sources, researching grant opportunities, writing and submitting grant proposals, managing awarded grants, ensuring compliance with funder guidelines, monitoring project progress, and reporting on the use of grant funds, essentially overseeing the entire grant lifecycle from application to closeout, often working closely with community impact/program staff to align grant funding with organizational goals.

The ideal candidate possesses excellent research and communication skills. Effective written and verbal communication is a must, especially in grant proposals. You should be comfortable working both independently and within a team.

Responsibilities:

- **Identifying funding opportunities:** Researching and identifying potential grant makers, foundations, government agencies, and corporate donors that align with AJLI's mission and program areas.

THE ASSOCIATION OF JUNIOR LEAGUES INTERNATIONAL

Mailing Address: PO Box 5501 Old Bridge, NJ 08857

www.ajli.org 212.951.8300 / 800.955.3248

- **Grant proposal development:** Writing compelling grant proposals, including needs assessments, project goals, budget details, and evaluation plans, ensuring adherence to funder guidelines.
- **Budget management:** Overseeing the budget for each grant, tracking expenditures, and making necessary adjustments to ensure funds are used appropriately.
- **Compliance management:** Ensuring that all grant activities comply with funder regulations and reporting requirements.
- **Reporting and communication:** Preparing and submitting timely progress reports to funders, including data analysis and impact metrics.
- **Relationship building:** Cultivating relationships with potential funders.
- **Internal collaboration:** Working with program staff to identify funding needs, develop project plans, and integrate grant activities into new programs.
- **Data collection and evaluation:** Monitoring project progress, collecting data to measure impact, and evaluating the effectiveness of grant-funded initiatives.

Qualifications:

- Excellent writing and editing skills
- Minimum of two years experience in grant writing
- Strong research skills and knowledge of information sources
- Financial management and budgeting skills
- Project management expertise
- Understanding of grant compliance regulations
- Strong communication and interpersonal skills
- Familiarity with non-profit operations, proposal submission and fundraising strategies
- Creative, resilient and strategic in approach
- Must be able to evaluate problems accurately and display good, sound judgment
- Ability to handle confidential matters with utmost integrity
- Must be result-oriented, mission-driven, and accountable
- Ability to work independently and collaboratively to maximize teamwork across the organization
- Advanced proficiency with Microsoft Office Products (Word, Excel, PowerPoint)

Employee Requirements:

- Commitment to safety and security standards
- Adherence to attendance and employee handbook policies
- Support for workplace diversity and inclusion initiatives
- Collaboration and teamwork to achieve AJLI's mission goals

Work Environment:

This role is fully remote.

Position Type/Expected Hours of Work:

This is a part-time, non-exempt position. The days and hours of work are Monday through Friday, 5-20 hours between 9 am - 5 pm dependent on project needs. Occasional evening and weekend work may be required as job duties demand.

Salary: Beginning at \$29/hour, based on experience.

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Professional EEOC Commitment:

AJLI is an equal employment opportunity employer.

Application Procedure:

To apply, please submit your current resume, cover letter, interest, and qualifications to mlarose@ajli.org.

Join us in our mission to create meaningful community impact and empower women's leadership through volunteer action. Your career journey at AJLI awaits!

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