

## Corporate and Foundation Grants Manager

### **ORGANIZATION OVERVIEW**

The Elizabeth Dole Foundation (EDF) is the nation's preeminent organization empowering, supporting, and honoring America's 5.5 million military caregivers; the spouses, parents, family members, and friends who care for our nation's wounded, ill, or injured veterans. Founded in 2012, EDF takes a comprehensive approach in its advocacy, working with leaders in the public, private, nonprofit and faith communities to recognize military caregivers' service and promote their well-being. Its mission and goal is to strengthen, empower, and support America's military and veteran caregivers and their families by raising public awareness, driving research, championing policy, and leading programs and partnerships that make a significant impact on the lives of those who have served our nation and their families.

### **POSITION OVERVIEW**

Reporting to the Vice President of Development and Engagement, the Corporate and Foundation Grants Manager will play a crucial role in supporting the fundraising efforts of EDF. This position must be in the Washington, DC area and will have a hybrid schedule.

EDF is seeking an energetic and versatile professional to serve as the lead on writing grants and reports with a primary focus on 1) Serving as foundation and corporate program manager; 2) Conducting prospect research; 3) Organizing and ensuring effective institutional stewardship efforts; and 4) Writing compelling communications for key donor audiences.

Interested applicants should send a resume and cover letter to [apply@elizabethdolefoundation.org](mailto:apply@elizabethdolefoundation.org).

### **POSITION PRIMARY RESPONSIBILITIES**

*Note: This description of responsibilities is not exhaustive. EDF may also outline additional responsibilities that are not included in this Job Description.*

- Writes, edits, and submits grants for new and existing foundation or corporate grant sources.
- Proactively identifies and qualifies new foundation and corporate leads.
- Monitors stewardship cadence across the organization and works collaboratively with Vice President of Development and Engagement and other staff to engage and steward key institutional relationships.
- Maintains in-depth knowledge of all Elizabeth Dole Foundation work and priorities.
- Supports broader development team with other fundraising and stewardship writing projects including print newsletter, impact reports, and other donor communications.
- Works to achieve financial and KPI goals that have been set in conjunction with supervisor.
- Assist supervisor in supporting the CEO and Senator Dole, working to prepare for in-person meetings, calls, and external engagements where funders are present.
- Performs other reasonable duties as necessary to support the mission of the Elizabeth Dole Foundation and the work of the development team.

## **RECOMMENDED SKILLS AND ABILITIES**

- Excellent grant writing skills and proven success in obtaining five+ figure grants.
- Demonstrated ability to craft compelling communications for a variety of audiences and articulate the case for support to stakeholders.
- Superior organizational skills and a commitment to detailed tracking.
- Strong editorial skills and a proof-reader's eye for details.
- Proactive problem-solver with an ability to think creatively and critically.
- Ability to work in a fast-paced environment and meet tight deadlines.
- Strong literacy in Microsoft Office, Outlook, Excel, and donor databases (knowledge of Salesforce a plus).
- Demonstrates energy and optimism in our work.

## **EDUCATION AND EXPERIENCE**

- Bachelor's Degree, with 4+ years of successful experience in grant writing and reporting.
- Experienced in identifying and qualifying prospective institutional donors to build a robust prospect pipeline.
- Experienced in developing and progressing corporate and foundation relationships.
- Interest in or experience with military and veteran caregiving population a plus.

## **BENEFITS AVAILABLE**

- Comprehensive and affordable healthcare options.
- Dental and vision insurance covered at 100%.
- Life and disability insurance benefits covered at 100%.
- 401K Contribution Match (up to 3%).
- Flexible work schedule and hybrid work environment.
- Parental and Family leave.
- Pre-tax commuter benefits.
- 13 Holidays a year.
- Generous PTO package.

*The Elizabeth Dole Foundation provides equal employment opportunity to all employees and applicants for employment. We prohibit discrimination and harassment of any type without regard to race, color, genetic information, religion, creed, national origin, sex (including pregnancy, childbirth, or related medical conditions), age, marital status, citizenship status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, disability status, protected veteran status, or any other characteristic protected under applicable federal, state, or local law.*