



Fund Development/Grants Manager

April 2023

Are you known for being able to convey both facts and stories in writing? Are you incredibly organized with great follow-through and project management skills? Do you enjoy prospect research? Are you enthusiastic about youth and service? Do you want to work in a fun office/work remotely?

As the Fund Development Manager, you will work directly with the CEO to help fundraise for the YVC network.

[Youth Volunteer Corps](#) (YVC) is a network of over 30 youth service programs throughout the U.S., Canada and Uganda. We engage youth in team-based service experiences that build life and work skills while inspiring youth for a lifetime commitment to service. Over 300,000 youth have served with YVC since 1987.

YVC's national headquarters is in a beautifully restored home built in 1874 in the Quality Hill District of downtown Kansas City. Inside this house, you'll find energy, enthusiasm, a supportive team, and loyalty to the idea that youth service can change the world.

Primary Duties and Responsibilities:

- Grants - Identify foundations throughout the U.S., as well as Canada and Uganda, that align with YVC's mission and programming. Generate revenue by writing and submitting letters of intent and high-quality grant applications that convey YVC's mission and align our outcomes with the donor's focus. Follow up with grant reports and updates to funders. Work with Director of Accounting to develop grant budgets as needed.
- Research – Complete online research of individuals, corporations, foundations, and governmental entities to find donors whose intent matches YVC's mission.
- Administration – Utilize organizational skills to ensure we are on top of all grant schedules and are following up with individual and corporate funders appropriately. Ensure appropriate supporting documents are provided with grant applications and that we are meeting requirements and guidelines of funding agencies. Maintain organized files that can be easily found by others.
- Strategy – strategize weekly with the CEO to determine fundraising action plans that support YVC's sustainability.
- Creativity - Initiate ideas for potential funding.
- Relationships - Develop and maintain relationships with people and organizations important to YVC's success.
- Summit - Assist with YVCHQ team effort to plan and implement YVC's annual conference.

Qualifications:

- Fundraising or grant writing experience is a must
- Familiarity and connections in the landscape of regional and national grantmakers is helpful but not mandatory

- Well-developed administrative skills including proactive communication, follow through, and deadline management
- Proficient and resourceful with technology and data management
- Bachelor's degree strongly preferred; master's degree a plus; equivalent experience may be considered

YVC needs someone who has:

- High initiative and self-starting ability
- Stellar organizational skills, with the ability to handle multiple priorities
- Outstanding, proven written communication skills and strong verbal communication skills
- Resiliency for the many "declines" that can come with fund development
- A sense of urgency that drives excellent and timely results

Reporting Roles: Reports directly to the CEO; no supervisory responsibility.

Compensation: The range for this position is \$56,000-\$68,000 and will be dependent upon experience and skillset. With results, there is room for upward mobility in title, responsibility, and salary.

Candidate Location: While we prefer to find a local candidate, we will certainly consider strong applicants located outside of Kansas City!

PTO: You'll be given three weeks Paid Time Off for the first three years, then 4-6 weeks depending on tenure. You'll also be off 14 days for paid holidays. This includes all staff having the full week between Christmas and New Years' Day off each year.

Benefits: We offer health insurance, employee-paid dental and vision, and retirement that is matched up to 3%.

Interested? Please submit a letter of interest that highlights how you have demonstrated key qualifications and position duties in the past, along with resume at <https://yvc.org/about-us/careers/>. To elevate your application, include with your submission a grant proposal that you have written!