



239 West 49<sup>th</sup> Str.  
New York, NY 10019  
212-581-2910

**Job Title: Grants Director**

**Supervisor: Chief of Strategic Philanthropy**

**Job Status: Full Time/ Exempt**

**Job Hours: 35 hours per week**

**Location: Hybrid schedule 3-4 days in the office (Midtown Manhattan) and 1-2 days at home**

**Compensation: \$85,000 - \$95,000, annually**

**About Encore:** Known widely as *Broadways longest longest-running act of loving care*, Encore's mission is to improve the quality of life for older New Yorkers so they are not just surviving, but thriving. Through a robust array of programming, Encore takes a "no wrong door approach" to ensure older adults are able to age in place comfortably for as long as possible. **Encore is recognized as one of the most respected and trusted nonprofit organizations providing services for older New Yorkers in New York City.** Encore is on the cutting edge in the human service field and is a staunch advocate not only for older New Yorkers, but also for the essential human service employees who serve as the City's safety net. **Do not miss this chance to work for a mission-oriented organization, which centers employees as its number one resource.**

**About Position:** Encore Community Services is seeking an experienced, skilled, and passionate **Grants Director** with excellent writing skills to join our fast-paced team. The candidate must be committed to helping achieve rapid year-over-year growth. The Grants Director in partnership with the Chief of Strategic Philanthropy will primarily lead the grant process including grants prospecting, writing, and where appropriate assist in other departmental fundraising activities as needed. This role reports to the Chief of Strategic Philanthropy.

**Benefits:** This position is a full-time position with benefits that include medical insurance (with Employee contribution), Dental & Vision plans with coverage beginning on the first day of hire, generous paid time off (vacation, personal days, sick days and earned floating holidays), 403(b) with 3% Employer Match after a year of employment, Flexible Spending Account, Dependent Care and transit benefits.

**Job Responsibilities:**

- Identify, research and pursue prospective funding opportunities;
- Write, develop and prepare foundation, corporation, and government grant proposals and reports for general operating, program, reserve, and endowment funds;
- In conjunction with the Chief of Strategic Philanthropy and Executive Team, create strategies and concepts for each grant funding opportunity;
- Manage the annual grants/reports calendar to ensure smooth, timely workflow and meet all deadlines;
- Help develop, and then maintain records for, annual grant income actuals vs. projections;
- Assist in the development and assembly of all relevant component materials, including grant budgets, and ensure that each submission complies with the proposal parameters and detailed requirements of each funder;
- Help steward and acknowledge all grantors/potential grantors;
- Collaborate across departments to gather and include relevant information and data into each proposal or report;
- Track grants and grantors in the database system thoroughly and in a timely manner.

**General Organizational Responsibilities:**

- Actively participate in Encore's day-to-day culture by spending time in at the Older Adult Center and other programmatic locations;
- Partake in inter-departmental team meetings;

- Participate as a member of Encore’s Management Team and contribute regularly by providing input and support the implementation of organization-wide initiatives;
- Other duties as assigned.

### **Required Qualifications**

- Minimum of 4 years of experience in development with an understanding of nonprofit fundraising, grant writing, administrative processes and procedures, standard accounting practices, and database use;
- Demonstrated success in prospecting, and securing foundation and corporate grants;
- Excellent written and verbal communication skills, including ability to proofread and draft high-quality narratives;
- Excellent organizational and management skills, excel at setting and managing realistic deadlines, detailed-oriented, dedicated to completing projects promptly, comfortable working in fast-paced situations, and able to work with several departments in meeting deadlines
- Excellent at follow-up and stewardship;
- Self-starter with sound protocol judgment;
- Proven critical thinker and problem-solver, flexible and resourceful;
- Ability to multitask;
- Proficient in MS Office and computer/web based programs;
- Knowledge of Donor Perfect & Donor Search;
- Connection/knowledge to Aging Services a plus.

### **Strongly Preferred Qualifications**

- Familiarity with NYS & NYC.GOV Procurement Process and NYC MOCS & PASSPORT;
- Bilingual in Spanish a plus.

**How to apply:** email **Resume** and **Cover Letter** to [jobs@encorenyc.org](mailto:jobs@encorenyc.org) In the subject line, please indicate “Grants Director”

*Due to the high volume of applicants, only qualified candidates will be contacted. No phone calls, please. Encore Community Services is an equal opportunity employer and does not discriminate based on race, color, gender, socio-economic status, marital status, national or ethnic origin, age, religion or creed, disability, or political or sexual orientation. Reasonable accommodations may be made to enable individuals with disabilities as defined by the ADA to perform the essential functions of the job.*