Manager of Grants and Donor Communications

Job Description:
Gesu School is seeking a strong writer and fundraising professional to fill the new role of Manager of Grants and Donor Communications. Reporting to the Vice President of Institutional Advancement, this position will manage all relationships with private and corporate foundations including the timely submission of all grant applications and reports. He/she will be responsible for researching and assessing new grant opportunities and submitting proposals and reports according to corporate and foundation guidelines. Additionally, he/she will be responsible for a variety of communications with both institutional and individual donors throughout the year, including annual appeal letter, quarterly newsletters, direct communications from students to donors, and other communications as determined.

This position is geared to an individual who is a strong writer and has an outgoing personality. To be clear, the Director of Corporate and Foundation Relations is not intended to be a traditional Manager of Grants and Donor Communications. While grant proposals and other donor-centric communications, will be a large part of this role, Gesu seeks an individual who is equally capable of making introductions, networking, and developing meaningful relationships with foundation donors. The position requires organizational skills, follow through, attentiveness to deadlines, and most importantly, a strong grasp and appreciation for Gesu School’s mission.

Position Responsibilities:
Grant Writing/Foundation Relations

- Develop and manage a portfolio of 20-30 private and corporate foundation donors and prospects.
- Secure meetings and develop strategic relationships with key executives at area foundations.
- Coordinate with faculty and staff, in consultation with the Principal, to determine potentially grant fundable projects and programs.
- Develop and execute a plan for submitting proposals and reports to current and prospective funding sources. Create and adhere to a timeline for the year and ensure that proposal guidelines are followed.
- Work with faculty, administration, and program staff to ensure accurate reporting on grant-funded activities are maintained.
- Partner with the Vice President and Development team to ensure coordination with all fundraising efforts.
- Meet annual goals (ex. Number of visits secured, number of proposals delivered, dollars raised, etc.)
Donor Communications:

- Work with Development Team to develop a schedule for written donor communications throughout the year.
- Develop and write annual appeal letter working with Gesu’s Database Manager to create appropriate segmentation and ensure proper merging of all constituent information.
- Write and design a quarterly newsletter to be shared with select individual donors.
- When needed, produce tailored impact reports for individual major donors.
- Work with students to create and produce direct communications that can be sent to donors throughout the year.

General:
The Manager of Grants and Donor Communications is part of the Development team. He/she will be expected to collaborate with Development staff and provide assistance as determined by the Vice President of Institutional Advancement. Additionally, he/she will be expected to respond to Gesu faculty and administrative requests as deemed appropriate by the President of Gesu School and the Vice President of Institutional Advancement. Experience with Raiser’s Edge is a strong plus.

The Manager of Grants and Donor Communications will be expected to participate in Gesu events occasionally taking place in the evenings, on weekends and off-site.

About Gesu School:
*Inspired by the Jesuit and IHM traditions of social justice, faith, creative hope, and love, Gesu School helps students to transcend all forms of poverty by providing a comprehensive, innovative education. We empower our students to develop their strengths, overcome challenges, and become positive, engaged members of the community and the world.*

*Please submit cover letter AND resume to Rob Weinstein, Vice President of Institutional Advancement  rob.weinstein@gesuschool.org. Only applications with cover letters will be reviewed.*