



OPERATION GRATITUDE Position Description

JOB TITLE:	Manager, Grants and Foundations
DEPARTMENT:	Development
REPORTS TO:	Director, Individual Giving
LOCATION:	Remote
TRAVEL:	5%-10%

MISSION + VISION:

Mission: Our mission is to honor the service of our military and first responders by creating opportunities to say thank you

Vision: We are focused on a future where all who serve believe the American people care

THE OPPORTUNITY:

Reporting directly to the Director of Individual Giving, the Manager of Grants and Foundations will serve as a key member of Operation Gratitude's Development Team. This individual will partner closely with members of the Development team to develop and execute a project plan for this position. This will include researching, connecting, confirming and retaining Foundation's (both personal and corporate), grant opportunities, and other nonprofit organizations that align with Operation Gratitude's mission and strategic plan.

KEY RESPONSIBILITIES:

- Conduct in depth research to identify prospective foundations (both corporate and individuals), grant opportunities and other nonprofit organizations to raise funds to support Operation Gratitude's strategic plan.
- Cultivate and steward foundation donors and nonprofit organizations with financial capacity.
- Oversee foundation and grant agreements and award letters, ensuring specific conditions or contingencies are met per agreement.
- Prepare profiles on prospects, including background and financial research.
- Develop, manage and maintain a project plan to track and manage proposals to include funding thresholds, submission requirements and deadlines, proposal and reporting requirements, and obligations, expectations, and deliverables for all parties.
- Partner closely with the Development team to support acquisition and relationship management of strategic partners.
- Prospect for corporate partnerships to support corporate growth across the Development team.
- Create relationships and partnerships with like-minded nonprofit organizations to raise Care Package funding opportunities to become Care Package industry leader.
- Coordinate with accounts receivables to ensure payments are made and tracked in Salesforce.
- Create and update prospecting templates as needed to align with best practices and Operation Gratitude's strategic plan.
- Utilize Salesforce and other tools to track and automate prospective and confirmed partnerships.
- Create needed reports and dashboards in Salesforce to ensure timelines are met and opportunities are not forgotten.

- Use Salesforce as a tool to maintain stakeholder records such as phone calls, emails, personal visits, next steps and reminders for future activity.
- Assist the Development team with the planning and outreach to support corporate engagement events.
- Other duties as assigned.

KEY REQUIREMENTS:

- Bachelor's degree in related field required. Masters degree preferred.
- 4+ years' experience in fundraising and donor research / management.
- Excellent written and verbal communication skills.
- Strong organizational and time management skills.
- Innovative, self-motivated, and able to manage multiple projects well, working both independently and as a member of a team.
- Able to thrive in a dynamic and fast-paced environment while remaining flexible enough to respond calmly and confidently to changing priorities / objectives.
- The ability to work some nights and weekends, and/or to travel, as needed.

QUALIFICATIONS:

- Experience with Microsoft productivity suite, Google Suite, and Salesforce
- Experience working at a non-profit
- Experience with program and project management concepts, tools and practical applications.
- Service in, or affiliation with, the Military/First Responder communities

SALARY RANGE IS HIGHLY COMPETITIVE (\$60,000-\$75,000 DOE) AND COMMENSURATE WITH QUALIFICATIONS AND EXPERIENCE. A comprehensive benefits package will be offered.

Location: Remote

Operation Gratitude is an equal opportunity employer.

For more information about Operation Gratitude, please visit www.operationgratitude.com

To apply please email resume and cover letter to Melissa Sisneros at resumes@operationgratitude.com