POSITION DESCRIPTION
Manager, Institutional Giving

THE ORGANIZATION:
Junior Achievement of New York (JA New York) is a nonprofit organization dedicated to inspiring and preparing young people for success. Through a dedicated volunteer network of corporate and community individuals, JA New York provides high-quality K-12 in-school, workplace-based, after-school, and summer educational programs. These programs focus on three key content areas: work readiness, entrepreneurship, and financial literacy. JA New York reaches more than 60,000 students each year across New York City, Long Island, and the Lower Hudson Valley.

THE OPPORTUNITY:
The **Manager, Institutional Giving** is responsible for administering and growing Junior Achievement of New York's portfolio of foundation, corporate, and government funding sources. This position serves as the organization's lead coordinator for grant management, government contracts, reimbursement requests, grant compliance, reporting, and stewardship activities.

The Manager oversees the institutional funding calendar, prepares and submits proposals and reports, manages government contract documentation and reimbursement processes, maintains accurate records in the organization's CRM and grants management systems, and works closely with the Program team, Finance, and other members of the Development team to ensure timely and accurate funder deliverables.

The successful candidate is highly organized, detail-oriented, and capable of managing multiple deadlines while maintaining strong relationships with internal stakeholders and external funders.

Reports To: Senior Vice President, Development & Communications
Status: Full-Time, Exempt

PRIMARY RESPONSIBILITIES:
Grant Management & Stewardship (40%)

- Manage a comprehensive calendar of grants, contracts, proposals, reports, renewals, and compliance deadlines.
- Prepare and submit grant applications, renewal requests, and supporting documentation for corporate, foundation, and government funders.
- Develop high-quality stewardship and impact reports that demonstrate program outcomes and return on investment.
- Coordinate the collection of programmatic, financial, and participant data required for proposals and reports.

- Maintain complete and accurate funder files and records.
- Track funding results and provide regular status updates to leadership.

Government Funding & Contract Administration (20%)

- Serve as the primary coordinator for government contracts and public funding awards.
- Manage contract documentation, compliance requirements, reimbursement requests, budget modifications, and reporting obligations.
- Coordinate with Finance and Program Operations to ensure proper documentation and expense tracking.
- Monitor contract performance requirements and reporting schedules.
- Support audits, monitoring visits, and funder inquiries as needed.
- Assist leadership in identifying and pursuing public funding opportunities.

Funder Research & New Business Development (25%)

- Conduct ongoing prospect research to identify new corporate, foundation, and government funding opportunities.
- Maintain a pipeline of prospective funders for leadership review.
- Prepare briefing materials, prospect profiles, and introductory outreach materials.
- Monitor philanthropic, corporate social responsibility, and government funding trends that align with JA New York programs.
- Support leadership in cultivating and securing new institutional funding relationships.

Data Management & Revenue Tracking (10%)

- Maintain institutional giving records within Blackbaud CRM, Dynamics 365, or other organizational systems.
- Ensure accurate tracking of proposals, awards, payments, reimbursements, reporting deadlines, and funder interactions.
- Generate reports and dashboards to support forecasting and revenue management.
- Monitor grant and contract revenue against budget goals.

Cross-Functional Collaboration (5%)

- Partner with Program Operations to gather outcomes data and program information.
- Collaborate with Finance to ensure accurate budgeting, reimbursement submissions, and revenue tracking.
- Work with Marketing and Communications staff on funder recognition, stewardship materials, and impact communications.
- Participate in organizational planning efforts related to funding strategy and sustainability.

REQUIRED QUALIFICATIONS:

- Bachelor's degree.
- Minimum 3-5 years of experience in grants management, institutional fundraising, government contracting, nonprofit administration, or related field.
- Demonstrated experience preparing grant applications and stewardship reports.
- Experience administering state and city government grants and contracts.
- Proficiency managing complex deadlines and multiple funding sources simultaneously.
- Strong writing, editing, and proofreading skills.
- Proficiency with CRM systems, Microsoft Office, and grant management platforms.

- Strong analytical and organizational skills.
- Ability to work independently while collaborating effectively across departments.

PREFERRED:

- Knowledge of nonprofit financial reporting and reimbursement processes.
- Familiarity with Dynamics 365 CRM, or similar donor management systems.
- Experience in education, workforce development, youth development, or related nonprofit sectors.

COMPENSATION:

Salary Range: $77,000–$84,000, commensurate with experience.

JA New York is committed to developing talent and building a diverse, high-performing team. We offer competitive compensation and a robust benefits package, including six weeks of PTO; Medical, Dental, and Vision coverage; 401K contribution; and a hybrid work schedule.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform these functions.

- Ability to work at a computer for extended periods of time.
- Frequent communication with colleagues, funders, and community partners in person, by phone, and through virtual meetings.
- Occasional movement between office, school, partner, and event locations.
- Ability to occasionally lift and carry materials weighing up to 25 pounds in connection with meetings, presentations, or events.
- Ability to travel within JA New York's service area as needed.

TO APPLY:

Please submit a resume and cover letter to: **grants@jany.org**

**This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related duties as requested by their supervisor. This document does not create an employment contract implied or otherwise, other than an 'at-will' relationship.*