

YouthLink Job Opening: **GRANTS MANAGER**

Make your mark developing new ways to share the stories of young people experiencing homelessness.



About YouthLink

YouthLink is a recognized leader in the Twin Cities and beyond for our work to build pathways of opportunity for homeless youth ages 16 – 24. Our youth-focused team provides innovative, evidence-based services that guide youth on a holistic level toward futures of education, employment, health and wellness, and housing stability. Since 2011, YouthLink has been home to the Youth Opportunity Center (YOC), a first-of-its-kind collaborative center where over 30 community partners make vital resources available onsite to provide efficient and effective interventions and strategies for youth in crisis. In addition to our drop-in center, YouthLink provides site-based supportive housing programs at four locations for youth transitioning out of homelessness or foster care: Archdale, St. Barnabas, Nicollet Square, and the newly opened Downtown View Apartments.

Our Mission

At YouthLink, our mission is to support and empower young people on their journey to self-reliance.

POSITION SUMMARY

The Grants Manager is a new position in YouthLink’s dynamic development department. Reporting directly to the Director of Development, the Grants Manager will serve as a critical bridge between YouthLink’s leadership, development, finance, and program teams by creating and maintaining new systems to track budgets and grant spending, monitor contract compliance, establish best practices, and report on grant progress. The Grants Manager will also collaborate with program staff to establish and track meaningful goals and outcomes that support YouthLink’s efforts to transform the lives of young people experiencing homelessness. Additionally, the Grants Manager will support YouthLink’s development team by researching, writing, and submitting grant proposals and reports to support agency programs and strategic goals.

Key responsibilities include:

- Managing the complete life cycle of grants, including grant compliance, spending, maintaining ongoing communication on progress and areas of improvement, and establishing and applying best practices;
- Ensuring accuracy and clear communication of activities and deadlines with the Director of Development, Executive Director, finance department, and relevant program staff;
- Working closely with the CFO to conduct monthly grant billing and ongoing grant monitoring;
- Creating and maintaining systems for grant management;
- Working collaboratively with finance and program staff to communicate and increase understanding of contractual obligations and donor compliance requirements;
- Researching, writing, preparing, and submitting corporate, foundation, and government grant proposals;
- Collaborating with program staff to support evidence-based program design and establishment of meaningful goals and outcomes for specific grant opportunities;
- Analyzing outcome data and compiling outcomes reports for funders and the broader community;

- Managing and growing portfolio of foundation and government grants by researching funding prospects that meet YouthLink’s mission, vision, and organizational needs and priorities;
- Developing and preparing proposal budgets and reports on progress during the grant period;
- Collaborating with finance team to provide financial reports for grant applications and reports;
- Maintaining working knowledge of YouthLink and Youth Opportunity Center services and programs;
- Coordinating site visits providing prepared and professional representation of the organization in meetings with current and prospective funders, community organizations, and other stakeholders;
- Developing working relationships with program officers of foundations and funding sources;
- Maintaining professional boundaries with young people, co-workers, partners, and community;
- Ensuring positive and professional representation of the agency in all interactions with youth, co-workers, partners, and community;
- Understanding and applying YouthLink’s Guiding Principles to work;
- Other duties as assigned.

QUALIFICATIONS

A Bachelor’s degree in Business, Marketing, Communications or English or a related field and a minimum of 5 years grant writing experience is required. Qualified candidates must:

- Have exceptional written, oral, and interpersonal communication skills;
- Have excellent organizational skills;
- Be able to demonstrate success working as a member of a team and developing effective relationships with Board members, staff, volunteers, donors, and other stakeholders;
- Be enthusiastic, self-motivated, and able to execute with minimal direction;
- Be able to demonstrate initiative and seek consultation when needed;
- Be able to solve problems and manage time effectively;
- Have strong computer skills, including comfort with Microsoft Office applications and experience using the internet to conduct research;
- Be able to work with people from diverse backgrounds.

The winning candidate must be able to pass a background check and drug test in accordance with local, state, and federal laws.

Hours: Full-time, 40 hours per week. Must be available Monday – Friday. Working hours flexible.

BENEFITS

\$50,000 - \$65,000 annually, dependent on experience. YouthLink’s competitive and comprehensive benefits package includes:

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| • Medical | • Long-term disability |
| • Dental | • Elective benefits: Short-term disability, |
| • Life insurance | FSA, 401(k) |

HOW TO APPLY

E-mail a cover letter, resume, references, and a sample of a successfully funded grant and grant cover letter with the subject line “Grants Manager” to Stacey Peterson at peterston@youthlinkmn.org.

***Equal Employment Opportunity:** YouthLink shall seek to ensure and provide equal opportunity for all persons seeking employment without regard to race, age, color, religion, gender, marital status, sexual orientation, military status, national origin, disability, or any other characteristic as established by law.*