Title: Manager, Grants and Foundation Relations

Division: Development

Department: Development

Reports to: Chief Development Officer

FLSA Status: Exempt

Position Summary: Responsible for the organization, management, and internal coordination of Planned Parenthood Hudson Peconic's affiliate-wide grants program. This includes prospecting, researching, writing and submitting corporate, foundation, and government proposals and reports. This position will actively manage existing Foundation relationships and build new relationships with key Foundation contacts who are prospects and donors in and of themselves.

Essential Functions:

Development / Foundation Relations:

- Assist with preparing and revising policies and procedures for Development Department related to responsibilities / grants and foundations.
- Actively manages PPHP's relationships with existing Foundation donors. Works to build sustainable partnerships for renewed support as well as seeks new Foundation partners whose funding priorities align with PPHP opportunities.
- Responsible for meeting financial goals each fiscal year related to Private (Family) and Corporate Foundations.
- Participate in development activities related to donor cultivation and special events, including assisting with researching of donors and prospects.
- Assist with preparation of call sheets and briefing preps for President & CEO and staff related to foundation donors.

Grant Management (Government Funding):

- Research and write comprehensive and persuasive letters of inquiry, grant proposals, acknowledgments, and reports for programs, services, general operations, and capital projects, based on program plans developed and budgeted by departments and prioritized in partnership with the President & CEO, Chief Development Officer and other leadership staff.
- Actively monitors deadlines and maintains timely reporting to government funders through all applicable channels, such as NYS Grants Gateway, and specific NYS government grants liaison staff.
- Work with program directors and Vice President, Finance or Chief Financial Officer to develop program budgets that accompany grant proposals.
- Coordinate and prepare Family Planning annual report to New York State Department of Health (NYSDOH), and annual application to NYSDOH for renewed funding.
- Maintain monthly and annual tracking and filing systems of all cultivation, solicitation, acknowledgments and reports to public and private funders.
- Develop an annual plan for soliciting annual grants, including timelines and projected revenue.

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- Closely monitor progress of all grant requests after they have been submitted. Coordinate/conduct all necessary follow-up activities.
- Draft reports and ensure that they are submitted on a timely basis.
- Create acknowledgment letters, project updates, and other correspondence to grant funders.
- Represent PPHP at bidder and funder meetings.
- Conduct prospect research continually for new funding opportunities.
- Has a keen understanding of the importance of maintaining government funding as a revenue source that helps ensure PPHPs Healthcare programs and services remain viable.
- Assume other responsibilities as assigned by Chief Development Officer.

Non-Essential Functions:
- Regularly checks personal PPHP email account for important affiliate-related communications, at least every 24 hours.

Qualifications:
**Experience, Education and Licensure**
- Bachelor’s degree in related field required.
- Minimum of 3-4 years of creative, or development/fundraising-related, or grant proposal writing experience with successful track record required.
- Foundation relations experience a plus.
- Previous management of government grant submission and reporting / experience as liaison with government agencies considered beneficial.
- Exceptional research, writing, and analytical skills.
- Budget development experience.
- Ability to work with diverse individuals, particularly foundation funders and program staff.
- Excellent organizational skills.
- Ability to set priorities, meet deadlines and work under pressure.
- Ability to work independently and as a team member.
- Proficient in basic computer skills, including Word, Excel and Power Point.
- Experience with Raisers Edge a plus.
- Strong commitment to the mission, policies, goals and philosophy of Planned Parenthood.

Cultural Awareness:
- All employees are required to demonstrate the importance of the ethical cultural awareness commitment of Planned Parenthood by:
  - Demonstrating empathy; recognizing inherent worth, and treating individuals with respect
  - Protecting confidentiality of staff
  - Appreciating the Planned Parenthood culture and its function in human behavior, and recognizing cultural strengths
  - Seeking to understand patient’s cultures and value of diversity to be able to provide competent services.

Customer Service:
- Builds and maintains positive, quality relationships with customers, both internal (colleagues) and external (patients, clients, donors, etc.)
- Demonstrates commitment to exceeding customer expectations at every opportunity
- Responds positively to customer concerns and demonstrates effective problem solving skills
- Consistently interacts positively with internal and external customers
- Always wear a PPHP identifying name tag when working

Language Skills
- Ability to use, read, analyze and learn software programs utilized in this affiliate.
- Ability to communicate effectively.
Compliance, Risk & Quality Management (CRQM)
- Makes a commitment to participate in PPHP’s Compliance, Risk and Quality initiatives and programs.

Mandatory Reporting:
- Planned Parenthood has zero tolerance for non-compliance with our policies and procedure for addressing situations that endanger the welfare of minors, including our policies and procedures relating to state mandatory reporting laws.

Physical Demands
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear;
- The employee must occasionally lift and/or move up to 25 lbs.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment
- Provides own transportation, is willing to travel, and is able to work flexible hours, including evenings and weekends.
- Ability to work independently and as part of a team.
- Commitment to the goals of Planned Parenthood.
- While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time.
- The noise level in the work environment is usually moderate.

Other
- This job description is not intended to be all-inclusive. The employee will also perform other reasonable related duties as assigned by the supervisor or management.
- Management reserves the right to change, assign or reassign job duties and hours as needs prevail. This document is for management communication only and not intended to imply a written or implied contract of employment.
- I have read and understand this job description. I agree to accept the responsibilities and duties as outlined.
- I understand that PPHP is an “at will” employer.

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Employee (PRINT NAME)  

Employee Signature  

Date

APPROVED BY:

Division Head  

Date

Human Resources  

Date

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Page 3 of 3