Friends of Karen, a northern Westchester not-for-profit dedicated to providing emotional, financial and advocacy support to Tri-State area families who have a child with a life-threatening illness, is looking for a full-time Grants Manager to provide professional support to the Development Team.

Working closely with the Executive Director, the position is responsible for maintaining and broadening a portfolio of corporate, foundation and private grantors, conducting prospect and grant research, managing grantor relationships and managing the proposal development process from beginning to end. The position will oversee the grants calendar and monitor program activity in order to prepare reports and engage current funders.

The ideal candidate will have superior writing and communications skills, with an emphasis on writing proposals, as well as experience in maintaining a grants database. The Grants Manager will assist in the development of fundraising goals through participation in the annual budget process. He/she will work in close partnership with program directors, senior management, finance staff and other members of the Development Team to gather information and conduct research on opportunities that will advance organizational priorities.

The successful candidate will be a nuanced and persuasive storyteller — someone who can interweave organizational history and strategic vision with a deep understanding of the mission into compelling narratives.

A Bachelor’s Degree is required with 5 years of experience in grant writing. Familiarity with Raiser’s Edge, and proficiency in Word and Excel are required. Salary is commensurate with experience. Congenial/collegial office environment. Competitive benefits package includes health and dental care coverage, retirement plan, and paid vacation and sick days.

Please email resume and salary requirements to:judithfactor@friendsofkaren.org