

Grant and Content Manager

Development and Events Director, Chief Development and Strategic Partnerships Officer

Job Purpose

The Grant and Content Manager is responsible for preparing grant submission materials and reports, and development and public communication materials with a focus on ensuring quality and consistency across all PCHP internal and external communications.

Duties and Responsibilities

Grant and Content Writing - 60%

- Draft foundations proposals and reports, coordinating input from Program, Development, and Finance teams.
- Draft new documents and template language that reflect multi-faceted framing of PCHP's work, including press releases, website content, and monthly blog posts from both the CEO and Program, ensuring the consistency of all written materials across the organization.
- Copy edit and finalize all foundation-related materials, and provide copyediting assistance to Development team as needed.
- Draft content for marketing/fundraising materials, including donor letters, annual appeals, monthly e-newsletters, annual reports, information packets, invitations, event journals, promotional campaigns, etc.

Strategic Communications - 20%

- Work directly with the Development team on PCHP's to draft and implement an annual communications plan to promote and expand the visibility of the organization, including targeted communications to funders, corporations, and individuals.
- Collaborate with PCHP board and staff members to understand their needs and help execute appropriate marketing and communications activities for their units, ensuring that regional issues, programmatic successes, and content developments are shared in a timely and customized way including writing/adapting content and working closely with the Social Media manager on content for e-blasts and social media platforms.
- Prepare/disseminate press releases and media alerts and respond to media inquiries.
- Ensure consistency of the PCHP brand for both internal and external audiences.
- Develop document templates and convert all print and electronic documents to new templates.

Grant Research and Management - 20%

- Conduct foundation and government grant prospect research, identifying and analyzing relevant opportunities
- Work with Director of Development to customize and submit letters of interest and other

inquiries to prospects.

- Coordinate grants including tracking deadlines and dates for key meetings or submissions and maintaining data pertinent to grants.
- Finalize all grant submissions including working with Program and Financial staff to compile supporting documentation and submitting via email or online portals.
- Maintain shared-drive grant files, including grant agreements/contracts, sub-grants to partner agencies, acknowledgement letters and all correspondence with funders.

Qualifications

Education Requirement:

- BA required

Minimum Work Experience:

- At least 3 years' experience in grant or other content-focused writing, communications and/or publications.

Specialized Knowledge

- Proficiency in Microsoft Office.
- Grant writing/development (preferred)
- Experience in WordPress and HTML coding and working knowledge of Adobe InDesign or similar design program (preferred).

Skills/Abilities

- Strong written and oral communication skills.
- Ability to write with a consistent and compelling position.
- Experience writing grants, web content, press releases, blogs, newsletters, and/or other communications.
- Ability to take initiative, manage multiple tasks simultaneously, be flexible with hours when needed for specific deadlines, and work both independently and as a team member.
- Ability to meet grant application and reporting deadlines, often on short notice.
- Commitment to early childhood/education issues and knowledge of trends and news in education and education-based fundraising; ability to learn early childhood/education industry norms to be sure all Program communications materials are designed appropriately.

Direct Reports

- Communications and/or Development Interns (when applicable)

Notes/Comments

This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

Application Guidelines

Please send a cover letter, resume, and salary requirements to workforus@parent-child.org with the subject line "Content and Grant Manager." Applications without a cover letter will not be considered.