



## Job Description Grants Associate

Department: Development

Reports to: Development Manager

Status: 30-40 hours/week, hybrid

JPA's office is located at 1707 N. Halsted, Chicago IL

JPA is All in for Kids! Founded in 1901 by Jane Addams, JPA's programs and services have evolved throughout the last 124 years while always staying true to the mission of improving the social-emotional well-being and functioning of vulnerable children so they can reach their fullest potential at home, in school and in our community. Today, we impact over 4,000 children from under-resourced neighborhoods throughout Chicago by providing school-based programs resulting in more than 60% of these kids feeling and functioning better within their first year of treatment. In addition, we focus on building relationships with their teachers and caregivers to better support their students and children in times of stress and trauma.

### Summary of Position

A key member of the Development Team, the Grants Associate will work closely with the Development Manager, offering critical support to achieve the fundraising goals of the organization through grant writing, donor stewardship, research, and acknowledging contributions.

### Responsibilities

- In conjunction with the Development Manager, produce proposals and reports following the grants calendar and strategy. Maintain the JPA grant tracker, ensuring that all proposal and reporting deadlines are met.
- Gather compelling data, impact stories, and research findings to include in grant proposals and reports.
- Help with research to identify prospective new institutional supporters to help grow the existing portfolio of funders and ensure that JPA maintains a diverse portfolio.
- Along with the Development team members, manage donor cultivation, solicitation and stewardship.
- Record donations in the Donor Perfect database, ensuring accurate, efficient data entry, including adding/updating constituent records, gift entry, entering constituent notes & actions, etc.
- Ensure donor acknowledgement letters are drafted and distributed in a timely fashion
- Other duties as assigned
- **Support fundraising and volunteer events**

### Knowledge, Skills and Abilities

- Strong interpersonal skills with the ability to build relationships with a wide range of external and internal constituents
- Clear and effective written and verbal communication skills
- Outstanding organizational skills with a strong attention to detail and ability to handle multiple projects with competing deadlines in a fast-paced environment
- Experience with budgeting and budget development. Basic financial management skills
- Advanced computer skills; database and/or CRM experience a plus
- Ability to work well independently with minimal supervision and as part of a team; work well with diverse styles and personalities

### Qualifications

- Bachelor's degree required
- 3+ years of professional writing/development experience
- A proven track record of success in soliciting and securing donations from individual and corporate constituents
- Proficient in Microsoft Office and CRM systems

JPA is committed to offering a competitive salary that is commensurate with experience and includes health benefits, generous PTO and retirement plan for full-time employees.

*JPA is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, ancestry, national origin, religion, sex, sexual orientation, gender identity, disability, protected veteran status, military discharge status, age, marital status, parental status, or source of income.*