

# Safe & Just Michigan

## About Safe & Just Michigan

Safe & Just Michigan (SJM) envisions a Michigan in which all are safe in their communities and everyone is responsible for creating accountability, safety, and justice. We work to reduce the harm caused by both crime and unnecessary incarceration.

We are seeking a qualified candidate for our full-time position as SJM's **Grants Manager**. The SJM office remains closed during the COVID-19 pandemic. When our office reopens, this position will require a minimum of one day (weekly) in SJM's office in Lansing.

## Grants Manager Position Description

The Grants Manager is responsible for planning, implementing, and managing SJM's grants, which represent a majority of SJM's annual revenue. Duties include a significant amount of grant writing, in addition to researching funding opportunities, preparing budgets, and tracking grant deliverables to report to funders. The position requires a limited amount of non-grant fundraising activities such as scheduled donor solicitations, leading the Giving Tuesday campaign, and coordinating bi-monthly donor virtual events. The position reports both to the executive director and deputy director.

This full-time position is headquartered Lansing, but arrangements may be made for telecommuting as appropriate for the position. The SJM office remains closed during the COVID-19 pandemic. When our office reopens, this position will require a minimum of one day (weekly) in the office.

## Responsibilities

- Research grant opportunities and potential new funders in partnership with the executive director and deputy director.
- Prepare proposals/LOIs, grant application narratives, and budgets, and collaborate with program staff and SJM's leadership team to finalize.
- Submit grant applications via paper or online portals.
- Maintain a master calendar of grant application and reporting deadlines, and a file of all associated files and correspondence.
- Maintain a library of supporting documents including, resumes bio statements, IRS forms, and board and staff diversity lists.
- Ensure acknowledgement of funders via website, newsletter and social media.
- Maintain grant compliance and reporting, including outcome measurement and grant budgets, tracking progress towards organizational goals, and assembling all necessary reporting and support documents for funders.

- Help plan non-grant fundraising activities such as donor events (virtual and in-person), spring and year-end solicitation letters, and #GivingTuesday campaigns.
- Monitor all donor information and guard the confidentiality of donor records.
- Monitor and report regularly on the progress of the development program.

## Qualifications

The grants manager must have the following attributes:

- **Grant writing and/or fundraising experience:** Must have a minimum of three years' experience in fundraising, grant writing, and/or grants management. Must have strong understanding of foundation proposal and reporting processes, strong grant writing skills, and experience with funder relations. Experience focused in grants funding social justice work preferred.
- **Analytical and persuasive writing skills:** Must have superior writing and editing skills, including ability to convey complex information in a clear manner to diverse audiences.
- **Project management skills:** Must have strong administrative skills and self-motivated with the ability to set priorities, manage multiple tasks, and the ability to meet ambitious, measurable goals. Experience in planning, leading, and managing development projects is preferred.
- **Specialized software experience:** Experience with fundraising software, particularly eTapestry, preferred.

## Compensation

Salary is based on experience and qualifications and is in the range of \$50,000 to \$60,000. Benefits include generous paid leave time, 12 paid holiday closures and the week of the Christmas holiday, and a comprehensive health care package (medical, dental and vision insurance).

## To Apply

Email a cover letter expressing your interest in this position, along with your resume, a grant writing sample, and at least two professional references to [kate@safeandjustmi.org](mailto:kate@safeandjustmi.org). Please include "**Grants Manager**" in the subject line. Only applicants with a complete submission of the requested information will be considered.

This position will remain open until filled. SJM is seeking to fill this position as soon as possible. We will conduct interviews of preferred candidates on a rolling basis as we receive application materials. Only applicants selected for interviews will be contacted. No phone calls, please.

*Safe & Just Michigan considers all qualified applicants and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, prior record of arrest or conviction, citizenship status, current employment status, or military/veteran status in employment. Safe & Just Michigan values diverse experiences, including educational background and justice system involvement.*