

## Grants and Development Manager

<b>Job title:</b>	<i>Grants and Development Manager</i>
<b>Worksite Location:</b>	Truckee, CA office
<b>Classification:</b>	Full Time/Exempt
<b>Compensation:</b>	\$67,000 - \$90,000 per year BOE
<b>Effective Date:</b>	

*The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons.*

### **Job Purpose**

The Grants and Development Manager drives efficient grant research and donor stewardship through strong CRM and financial management. This role researches and identifies potential donors, manages and evaluates fundraising campaigns, and tracks performance to inform strategy and measure success. The position ensures clear cross-department communication, financial transparency, and effective post-event fundraising and communication.

### **Key Duties and Responsibilities**

#### Fundraising & Grant Support

- Support the Fundraising Department with grants research, developing project budgets, and compilation of financial information, such as expense reports, for timely midterm and final grant reports.
- Assist with post-event fundraising campaigns by running reports, directing mailers, tagging donors in CRM, and analyzing data for tracking and performance insights.
- Provide required information and metrics for fundraising platforms, donor development, and reporting needs.
- Assist with donor and account development, stewardship, and relationship management.
- Maintain working knowledge of fundraising platforms, including Classy, to support campaign execution and reporting.
- Manage large gift and major donor communication, including outreach, stewardship and follow-up.
- Plan, manage and execute monthly donor outreach and mailer campaigns, tracking engagement and response.
- Ad hoc copywriting tasks such as donor mailer letters, email campaigns, and letters of support.
- Ad hoc copyediting tasks such as reviewing drafted grant narratives and letters to donors.

**Donor Data & CRM Management**

- Build, maintain, and manage donor data within CRM to support Windfall reporting and donor development efforts.
- Manage corporate giving platforms to ensure accurate data, reporting and donor tracking.
- Track donor database milestones and support strategic fundraising goals.
- Support donor segmentation, data accuracy, and reporting across fundraising initiatives.

**Board, Meetings & Administrative Support**

- Manage and prepare board presentation materials and reporting packages.
- Provide administrative and organizational support related to fundraising initiatives and donor relations for organizational meetings.
- Assist with general copywriting needs on an ad hoc basis.

**Events & Special Projects**

- Assist with events and programs on an as-needed basis.
- Handle special projects and perform other duties as assigned to support organizational needs.

**Required Competencies**

- Ability to work collaboratively and maintain positive working relationships.
- Excellent verbal and written communication skills.
- Strong interpersonal and customer service skills.
- Exceptional organizational skills with strong attention to detail.
- Ability to manage multiple tasks and work independently.
- Proficiency in Microsoft Office Suite or related software.
- Experience with Levitate and Grant Advance software preferred but not required
- Basic understanding of administrative and clerical procedures, including recordkeeping and filing systems.

## **Work Environment**

*At High Fives, we foster a culture where every team member and athlete feels part of something bigger. In this role, you'll be part of a close-knit team that works together to deliver high quality programs, events, and services that support our athletes and community, while also contributing to the day-to-day operations that keep the organization running smoothly and moving forward. Our work is hands-on and fast-paced, built on collaboration across departments, volunteers, and partners. You may spend time on-site at events and programs, supporting logistics and teammates to help ensure each experience is meaningful and well-executed. While the work can be demanding at times, it's deeply rewarding work—helping athletes achieve goals, connect with community, and experience moments of growth and triumph. Every program you help run strengthens the impact of the High Fives Foundation Ohana.*

## **Position Details**

The Grants and Development Manager reports directly to the Director of Fundraising and collaborates closely with other department managers as needed to ensure program success and alignment with organizational goals. This is a full-time position, regularly scheduled for 40 hours per week, Tuesday through Friday, with hours and responsibilities adjusted as necessary to support travel, programs, and events.

Upon eligibility, employees are offered a comprehensive benefits package that includes medical, dental, and vision coverage, industry-specific benefits, paid time off, and recognized holidays. This package is designed to support the health, well-being, and work-life balance of our team members while enabling them to contribute effectively to the organization's mission.