



## **Position Title: Grants Officer**

### **About Children First**

Children First (formerly Public Citizens for Children & Youth, PCCY) is a private nonprofit organization dedicated to improving the lives and chances of children within the Philadelphia region through thoughtful and informed advocacy. Children First is a fast-paced child advocacy organization that uses research, people power, and coalition building to create the momentum for reform of public policies that enable more children to grow up healthy, well-educated, and ready to take the reins of their communities.

### **Position Summary**

Children First's Grants Officer is a leadership position responsible for connecting the philanthropic community to the high impact work of Children First. We are recruiting a persuasive, clear writer who can engage and inspire foundation staff to invest their resources in Children First's myriad of initiatives for children. To do this the Grants Officer must have a passion for our work that comes through in our letters of intent, proposals and reports to foundations and corporate funders. Children First's grants portfolio currently includes more than 40 foundation and corporate funders that collectively account for approximately 60% of revenues. We are always looking to connect new philanthropies to our work and expand the impact and reach of our initiatives. A highly motivated, engaged writer with development experience can make that happen. The Grants Officer will also engage with the policy leadership on staff to design and improve programs, the communications staff to develop new tools to show our impact and tell our story and, most fun of all, be an advocate for kids.

### **Key Duties:**

- Prepare high-quality letters of inquiry, grant proposals and reports to foundations and corporate funders.
- Assist in design of programs and initiatives to ensure high level of specificity of work and impact.
- Develop and maintain systems to track all grant activity deadlines and prepare powerful reports and proposals.
- Identify new opportunities for seeking new funding from regional, state and national funders.
- Cultivate relationships with current and potential corporate and foundation sponsors.
- Work closely with the Major Gifts Director and Events Director to ensure foundation and corporate leaders are engaged in other fundraising activities.

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Web: [childrenfirstpa.org](http://childrenfirstpa.org)  
Social: [childrenfirstpa](https://www.facebook.com/childrenfirstpa)

**Position Description:**

- Manage all foundation relationships for Children First and respond to all foundation-related development opportunities including grant applications, public engagement opportunities and reporting.
- Work with Children First's financial officer on budget planning and cash flow projections.
- Collaborate with Children First's program staff on proposals and reports. Build staff capacity on effective proposal development and report writing.
- Strengthen relationships with funders by:
  - Ensuring on-time submission of all required information and reports
  - Preparing quarterly written updates on program developments and Children First accomplishments
  - Identifying opportunities for funders to get involved in Children First's work (in person)
  - Identifying special opportunities for funders to attend high profile events
  - Participate in ongoing program planning to stay current on Children First's actions on the implications for fundraising as well as offer feedback and suggestions

**Other Duties as assigned by Executive Director:**

- Attend and present information at the Children First Board meetings and subcommittee meetings as requested
- Stay abreast of the work of local and state partners/allies and national organizations involved in policy and advocacy
- Support Children First events and fundraisers, including recruiting attendees
- Assist when asked in Children First outreach and advocacy events which may be during evening or weekend hours
- Attend and participate in staff meetings and staff committees
- Conduct spot research including under tight deadline
- Serve as a sounding board for staff to discuss new program ideas and strategies

**Experience & Skills:**

- Ability to work independently and with others
- Works well under pressure in a fast-paced environment
- Strong organizational skills to manage multiple deadlines
- 5+ years experience in grant writing or related activities
- Working knowledge of K-12, Public Health, Early Childhood, and Juvenile Justice policy issues preferred
- Detail oriented with strong written and oral communication skills
- Strong computer skills including proficiency with Microsoft Word, Excel and PowerPoint
- Ability to travel to communities across the region

**Reports To:** Executive Director

**Apply:** Resume, cover letter *and a sample proposal* to [info@childrenfirstpa.org](mailto:info@childrenfirstpa.org).

**Salary:** \$95,000 plus benefits, including health care for you and your child(ren) and generous paid time off.

**Remote employment possible.**

***Children First is an inclusive, equal opportunity employer and does not discriminate in hiring.***