

## Grant Manager

Milwaukee Christian Center



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Interested candidates should email a cover letter and resume to [bbobb@mccwi.org](mailto:bbobb@mccwi.org) with "Grant Manager" in the subject line  
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Milwaukee Christian Center (MCC) offers a workplace that believes in the promise of both people and place, and is working to cultivate a vibrant community by helping individuals access basic needs, overcome barriers and connect to opportunities.

In partnership with the Director of Development and Communications, the Grant Manager supports the mission and goals of MCC through effective grants management. The Grant Manager is responsible for researching, preparing, submitting, and managing grant proposals and reports that support MCC's goals and meet funder requirements.

**Reports to:** Director of Development and Communications

**Schedule:** Fulltime Exempt position, occasional weekend and evening commitments

**Pay Rate:** \$60,000-70,000/annually, based on experience

**Benefits:** Health and dental insurance, pre-tax flexible spending account, 403(b) defined contribution retirement plan with 3% match, generous paid time off package starting at 20 days per year for full-time employees and 12 paid holidays, phone/technology stipend for eligible positions, and expansive employee assistance program.

### **Duties and Responsibilities Include:**

#### Grant Research and Development

- Researches and identifies new funding prospects that match MCC priorities including private, foundation and government opportunities.
- Stay informed about current trends and emerging opportunities in grant funding.
- Manage MCC's proposal development calendar.

#### Grant Proposal Development

- Collaborate with the Director of Development and Program Leaders to gather necessary information to develop high quality proposals.
- Develop compelling grant proposals in support of MCC's programs that focus on food security, older adult health and wellness, community violence intervention, youth development, housing and community engagement.
- Coordinates and follows-up on the progress of submitted proposals.

- Coordinates with the Director of Finance to complete expenditure reports and budgets for grant proposals.

#### Grant Compliance Management

- Develop and implement monitoring system to track grant performance, gather data, and compile reports.
- Ensure compliance with grant requirements.
- Collaborate with Program Leaders to gather needed information to complete grant reports.

#### **Qualifications Desired Include:**

- Ideal candidate brings tenacity, critical thinking and the ability to connect prospective supporters with the organization's mission
- 3-5 years of grant writing experience
- Strong writing skills with experience in crafting compelling grant proposals
- Excellent written and verbal communication skills
- Ability to manage multiple projects and deadlines effectively
- Ability to work independently and with a team
- Strong organization and communication skills
- Ability to maintain a high level of confidentiality
- Able to collaborate with diverse team of community members, supporters, board members, partners, staff and volunteers
- Passion for the organization's mission and commitment to housing, youth development, older adult, and food security programming and Milwaukee's neighborhoods
- Excellent technology skills including use of Microsoft Office, fundraising software, email marketing platforms and other software/platforms
- Bachelor's Degree in relevant field is a plus

#### **Work Environment**

Milwaukee Christian Center (MCC) is a multi-service organization that works to cultivate a vibrant Milwaukee community by helping individuals, families and neighborhoods access basic needs, overcome barriers and connect to opportunities. We approach that work through six core areas: housing, youth development, older adult health and wellness, basic needs, community violence intervention, and community building—serving over 12,000 people each year. What began with American Baptist roots providing outreach to immigrants on Milwaukee's south side in 1921, MCC now serves youth, families, and older adults of all races, ethnicities, religions, and ages throughout the city of Milwaukee.

The Grant Manager is a hybrid position with some hours required each week in-person at the Milwaukee Christian Center.

**Equal Opportunity Employer**

Milwaukee Christian Center does not discriminate against any employee, applicant for employment, or client because of race, color, religion, national origin, sex, gender identity, sexual orientation, age, disability, veteran status, or other applicable legally protected characteristics. Milwaukee Christian Center is an equal opportunity employer.