



Down Syndrome Achievement Centers
educate. inspire. believe.

Grants Manager



About GiGi's Playhouse

Located in Hoffman Estates, Illinois, GiGi's Playhouse was founded in 2003 by a mother who wanted a place where her daughter, GiGi, and other children with Down Syndrome could realize their dreams. Almost 20 years later, the organization now has 54 locations – and is growing – providing free, life-changing therapeutic, educational and career training programs for 30,000+ individuals of all ages. For more information, visit <https://gigisplayhouse.org/>

GiGi's mission is to change the way the world views Down Syndrome and to send a global message of acceptance for all.

Position Overview

The position of Grants Manager presents an exciting opportunity for an experienced grants writer to bring their project management skills and passion for GiGi's mission to a rapidly growing, fast paced organization ready to take the next steps in growing its fundraising program.



Build Something New

The Grants Manager is an experienced grant writer who will help build a new regional grant writing strategy as part of an innovative multi-channel national grants program. The Grants Manager also manages systems, creating transparent processes that support the local and regional grant writing efforts of GiGi's 54 Playhouses. The Grants Program is a cornerstone of GiGi's emerging fundraising strategy and will satisfy a growth-oriented development professional with a successful track

record in donor relationship building, grant writing and management of systems and procedures. This position will play a vital role in strengthening GiGi's mission inspired grant making through strategic and impactful storytelling and stewardship.

Lead with Passion

The right candidate implements strategies to increase funding from local and regional private and corporate foundations around the country, including establishing and stewarding relationships with foundation staff, writing grant proposals and reports, researching new funding sources, while also managing remote/contract grant writers as needed. The Grants Manager reports to the Foundation and Corporate Relationships Director, partnering with the finance and program staff to ensure consistency of grant writing, reporting, budgets, monitoring and evaluation.



Primary Duties and Responsibilities

- Cultivate and steward relationships with foundation contacts through regular touchpoints and meetings, event attendance, stewardship collateral and other moves management activities.
- Write compelling, accurate and timely funding proposals, letters of inquiry, and reports that support the annual private and corporate foundation support goal within the Development fundraising goal, with a focus on 4-5 figure requests to local and regional foundations.
- Identify new local and regional grant opportunities with cluster local GiGi's Playhouses and supervise remote/contract grant writing services.
- Under the direction of the Foundation and Corporate Relationships Director, establish systems and processes to facilitate transparent grantwriting and resource allocation processes, coordinating monthly GiGi's sites grantmaking calls to facilitate best practices across all sites.
- Coordinate/oversee efforts of remote grant writers in supporting local Playhouses.
- Enthusiastically communicate the GiGi's Playhouse story and the impact on participants in a compelling way that meets funder interest. Be proactive in gathering new stories for new audiences.
- Partner with internal GiGi's staff to identify and translate organizational priorities into compelling requests for funding, reaching out to appropriate staff for information on program content, goals, outcomes, and budgets.
- Manage private and corporate foundation recordkeeping and moves management for grants team in CRM. Enter, update, and track foundation contact information, grant and reporting deadlines.
- Conduct analysis to track progress toward benchmarks and goals on monthly basis. Provide reports as requested.
- Actively participate in Development staff meetings and prospect strategy, opportunity tracking, and quarterly portfolio review meetings.

Skills and Competencies of the Successful Candidate

- Demonstrates enthusiasm and passion for the mission of GiGi's Playhouse.
- Achievement oriented with a track record of exceeding goals.
- Exceptional funder relationship building skills and a track record of successful 5 figure and above grant writing experience required.
- Ability to proactively engage funders, staff, and volunteers with knowledge about organization programs and priorities.
- Strategic and relationship-based approach towards building fundraising relationships, both internally and externally.
- Ability to tell the stories of impact from an empowering and strengths-based lens that always respects and builds acceptance.
- Aptitude as a self-directed contributor, sound decision maker, innovative thinker, and detail-oriented project manager in a fast-paced environment.
- Inclusive, creative, and positive approach to collaboration and team building across all levels of the organization.



Qualifications

Requires a bachelor's degree in a job related major and a minimum of three years of grants management experience. Must have demonstrated success in meeting and exceeding goals and demonstrated track record of successful grant writing. Previous program experience is a plus.

Must have excellent writing, interpersonal and communication skills; ability to work as part of a team and independently; ability to adapt, be flexible, and creative; ability to plan for and manage multiple projects while working in a fast-paced environment. Must be highly organized, detail-oriented, with strong ability to prioritize; ability to use sound judgment in maintaining confidentiality of donor information; apply necessary research, data-collection, organizational, and time-management skills.



GiGi's Playhouse Core Values

GiGi's challenges all staff and volunteers to embody the following core values:

- **Enthusiasm:** Bringing positive, high energy to our work.
- **Best of All:** Always looking to improve in all that we do. Challenge yourself every day.
- **Get It Done:** Making things happen and blasting through barriers when needed. Figure it out.
- **Believe:** Believe in ourselves, believe in our mission, believe we can achieve all that we set out to achieve.
- **Locally Concerned, Enterprise Minded:** To best serve our local communities, we share our location's best practices and have the humility to leverage the collective learnings from across the GiGi's network.

Salary, Bonus Opportunity, and Benefits

GiGi's Playhouse offers a competitive salary, bonus opportunity, and benefits. This is a full-time, exempt position eligible for health and life insurance, short- and long-term disability, and a generous paid time off policy that includes holidays, vacation, personal, and sick days.

Compensation is commensurate with experience.

Instructions for Applicants

All inquiries and questions are held confidentially and should be directed to Anne Summers, Vice President, Ter Molen Watkins & Brandt. Please email the items below, consolidated in one document to asummers@twbfundraising.com. Recruitment will continue until the position is filled.

- A letter of interest describing your interest and experience for this position, including your interest, specifically, in GiGi's mission and a description of your salary parameters.
- Your resume and a sample of a successfully funded grant application.
- Three professional references. (Please note that references will be checked only with the candidate's permission.)

All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

No phone calls or applications submitted by mail, please.