



Position: Grants Manager

Reports To: Director of Development

Work Hours: Full-Time, Exempt; includes evening and weekend work.

Compensation: \$68-\$70K

Union Eligible: Yes

Organization Description

Our mission is to build power within Minnesota's 2SLGBTQIA+ communities and address inequities through intersectional organizing, advocacy, education, and direct support services.

We envision a safe and equitable world where all members of our communities are free to lead lives of opportunity, autonomy, and full self-expression.

Job Description

As the Grants Manager, you are responsible for managing and stewarding a mature grants program. In partnership with the Executive Director and the Director of Development, this role will advise on grant strategy, working to position the organization for significant grant opportunities (five to six-figures), and working with organizational colleagues to create a shared vision for grant-funded programs and goals, and manage and deliver timely and effective grant reports to support the continued vitality of the program.

Primary Job Responsibilities

- Support, cultivate, and grow OutFront Minnesota's grants portfolio—ensuring that this key source of organizational revenue continues to support organizational objectives. (60%)
- Partner with the Executive Director and leadership team to collect and communicate data about impact and organizational priorities to individual, corporate, and foundation supporters through formal reports, program evaluation, and other communication channels. (20%)
- With the full organization, participate in and support staff-wide events including, but not limited to, Pride Celebrations, annual Youth Summit, Lobby Day, and Gala. (10%)
- With the full Development and Communications team, provide insight, editing, and copy to ensure messaging alignment between grants program, annual fund, and communications materials (e.g. Annual Report). (5%)
- Other duties as assigned. (5%)

**Anti-Racism Expectations:**

Abide by and lead organization-wide efforts to incorporate anti-racism principles and cultural competency into all aspects of work. Lead in developing and growing an anti-racist culture within the department. Lead workplace and local community organizing equity and justice through open sharing of personal anti-racist ideologies and commitments. Offer consideration towards racial inequity, injustice, and historical trauma when working with BIPOC staff and leaders.

Qualifications:

- 3+ years of experience in grants management, with preference to those with familiarity in government grants
- Strong writing and editing skills
- Strong time and deadline management, and ability to foster strong team relationships, since the essence of the work involves collaborative efforts while managing deadlines
- Knowledge about and commitment to current LGBTQ+ issues
- Strong commitment to equity for LGBTQ+ people, disabled people, people of color, transgender people, youth, elders
- Proven ability and desire to work across differences such as race, gender, ethnicity, age, religious identity, and other aspects of identity
- Desire for coaching and learning new things

OutFront Minnesota is deeply committed to intersectional practices and the work of social, racial, gender, and economic justice. We strongly encourage persons of color, women, trans folks, queer people, people with disabilities, and those who are unemployed or underemployed to apply. If you have any accessibility needs please reach out and OutFront will ensure reasonable accommodations are provided throughout the employment process.

Please send your resume and cover letter to jobs@outfront.org