



Position Description

Grants and Contracts Manager

The Forum for Youth Investment

FULL TITLE: Grants and Contracts Manager

SUPERVISOR: COO

PURPOSE: The Grants and Contracts Manager’s primary responsibility is to research, prepare, submit, and manage grant proposals and reports that support the Forum’s strategic goals and meet funder guidelines and criteria. This person serves as the primary grant manager, engages in compliance reporting, and supports contract management and special project initiatives. This position requires strong writing, data analysis, program budgeting, project management skills, with an emphasis on outcome measurement.

Organization & Background

Founded in 1998, the **Forum for Youth Investment** is a national nonprofit, nonpartisan “action tank” committed to changing the odds that all children and youth are ready for college, work, and life. The Forum connects leaders to ideas, services and networks that can help them make more intentional decisions that are good for young people, even in the face of limited resources. It helps leaders who are trying to improve & align policies, plan & partner for impact, and/or strengthen programs & adult practice across all the systems and settings where young people spend time. T

The Forum is a thriving organization with a budget of \$11 million, a staff of 50, and headquarters in Washington, DC. The Forum overall is funded by a mix of foundations, corporations, and a fee-for-service contract base. For more information on the Forum, please visit www.forumfyi.org.

Position Responsibilities

Lead grant proposal development and submission—preparing and organizing materials for proposals, and submitting and monitoring grant applications, including:

- Drafting proposals/LOIs, grant application narratives, and budgets in collaboration with program staff and the Director of Budget and Finance
- Submitting grant applications via paper or online portals, and maintaining the Forum’s credentials in those portals as necessary

- Maintaining master calendar of grants and prospects and all associated files and correspondence
- Maintaining library of grant support documents including budgets, audited financial statements, 990s, Board/staff lists, etc.
- Executing acknowledgement letters and facilitating grant contracts and agreements
- Ensuring acknowledgment of funders/investors via website, e-newsletter, and social media in collaboration with Strategic Communications

Maintain grant compliance and reporting, including outcome measurement and grant budgets, including:

- Monitoring and maintaining funder reporting schedules and requirements
- Tracking progress toward organizational and programmatic outcomes and goals;
- Assisting program staff in drafting compelling progress reports and targeted program updates (e.g. blog posts, press releases, social media posts) that capture programmatic success
- Assembling all necessary supporting materials and documents including budget reports, outcome measurements, success stories, etc.; submitting reports to funders
- Researching statistics, trends and data for grant proposals as needed

Oversee the management of all contracts with Forum clients and customers, including:

- Processing contracts for Forum fee-for-service offerings in collaboration with program leads
- Tracking contract deliverables and timelines
- Assisting program leads with auditing of deliverables and processing of invoices

Performance/Character Requirements

Demonstrated analytical and persuasive writing skills experience as well as superior editing skills, including ability to convey complex information in a clear manner to a diverse audience

Strong administrative skills and self-motivated with the ability to set priorities and manage multiple tasks effectively and efficiently

Ability to work under pressure and respond to deadlines without sacrificing quality

Ability to work with colleagues across the full breadth of the organization

Qualifications

Five or more years of experience in fundraising, grant writing or grants management

Intermediate to expert skills in Microsoft Office (specifically Word, Excel and PowerPoint).

Experience with Salesforce or other donor development/CRM software systems

Familiarity and experience working with national funders focused on youth development, education, and/or workforce development preferred

This is not an exhaustive list of all responsibilities, duties, skills, efforts or requirements or working conditions associated with the job. While intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require different tasks. This description does not constitute a contract of employment and The Forum may exercise its employment-at-will rights at any time

Working Environment

Flexibility is required to adapt to the dynamic work environment of a non-profit “action tank” that has national clients and exposure during a key inflection point in the organization’s development. The Grants and Contracts Manager could be based anywhere in the United States.

Position & Compensation

The salary range, duties and responsibilities of this position meet the requirements of Section 13 (a) (1) of the Fair Labor Standards Act and therefore qualifies as an "exempt" position. The starting salary for this position is targeted between \$65,000 and \$75,000, dependent upon experience and qualifications, with a comprehensive benefits package. Please send resume and cover letter with salary requirements to: jobs@forumfyi.org. Applications will be reviewed on a rolling basis. If your application is selected for an interview, you will be contacted directly. No telephone calls or inquiry emails, please.

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The Forum for Youth Investment is committed to creating a diverse work environment and is proud to be an Equal Opportunity Employer and drug-free workplace, and to comply with ADA regulations as applicable. All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, severe/morbid obesity, medical condition, military/veteran status, genetic information, marital status, ethnicity, alienage or any other protected classification, in accordance with applicable federal, state, and local laws. We encourage individuals of all backgrounds to apply. If you are a qualified candidate with a disability, please email us at jobs@forumfyi.org if you require a reasonable accommodation to complete your application.