



Position Description: Grants Manager

Position Overview:

The Grants Manager will plan and coordinate the Pajama Program's overall grantmaking strategy and execution, including: grant prospect research; facilitating strategic relationships with grant partners to broaden the impact of the organization's programs; writing, reviewing and tracking grant proposals and applications/awards; and, ensuring compliance with grant regulations and reporting requirements.

This position reports to the Chief Advancement Officer.

Salary range: \$65,000 - \$70,000

While based in New York, this is a hybrid position. Pajama Program offers flexible work arrangement policies

About us:

Pajama Program is a national 501(c)(3) nonprofit that was founded in 2001. Our mission is to promote and support a comforting bedtime routine and healthy sleep for all children to help them thrive. We believe a comforting bedtime routine sets the stage for healthy sleep and a good night, which in turn help children thrive because they wake up ready for a good day: **good nights are good days**. Our core values are equity, impact, and community.

We focus our work on reaching children exposed to adversity in every state and Puerto Rico. To do this, we distribute new pajamas and books through over 4,000 Community Partners, which include shelters, foster-care agencies, Head Start, and Title I schools; we engage a national network of volunteer Chapter Presidents to help coordinate donations; we invite children to visit our Centers in New York City and Atlanta, virtually and, when we can, in person; and we provide sleep health education programs to children, caregivers, and teachers. Visit us at pajamaprogram.org

Essential Functions & Responsibilities

- The Grants Manager is responsible for the grant process from prospecting to reporting to renewal. This includes:
 - Searching, screening, and notification of appropriate grant opportunities from foundations and/or corporations.
 - Leading internal proposal development and coordination for existing and prospective grantors. Provide overall coordination of grant process, working with the Chief Advancement Officer and any other team members who manage grantor relationships and/or need to provide information to the grant process (including Programs and Finance).
 - Supporting relationship management between Pajama Program and grantors. Ensuring that grantors are engaged through communications, individual relationships, events, impact reports, etc. in accordance with the funders' interests.

- Ensuring that all internal staff (e.g., leadership, program staff, accounting) are aware of relevant grant information including, but not limited to, application statuses and grant requirements.
- Coordinating post-award budget/accounting management.
- Tracking and overseeing and/or producing grant reporting/deliverables, using Salesforce capture information about prospective and active grants.
- Working with the Chief Advancement Officer, create grants revenue budget annually and reporting regularly on the progress against the budget.
- Collaborating with development team members on corporate outreach opportunities as needed.
- Providing logistical and creative support for events as needed.
- Other duties as assigned by the Chief Advancement Officer.

Qualifications

- Bachelor's degree in a related field
- Minimum of 3 to 5 years professional experience in a nonprofit organization in a grant writing.
- Excellent communication skills, both written and oral, as well as editorial skills.
- Detail-oriented, well-organized, able to manage and prioritize among multiple, sometimes competing tasks.
- Problem-solving and analytical skills; ability to work effectively in a collaborative environment as well as independently
- Experience working with and sensitivity to the needs of diverse populations.
- Excellent computer skills including Microsoft Office, Excel, and database programs; must be comfortable navigating a variety of grant portals.
- Knowledge of Salesforce for grant-tracking purposes.
- Personal commitment to, understanding of, and enthusiasm for Pajama Program's mission and vision.

Pajama Program is committed to maintaining a culturally diverse team and strongly encourages qualified candidates from all backgrounds to apply.

Our competitive compensation and benefits include medical insurance, 401(k), paid parental leave, and flexible work schedules. Pajama Program allows for a hybrid (remote) work environment.

Pajama Program is a ★★★★★ Charity Navigator charity in an elite class of 1% of nonprofits with the highest ranking for 12 consecutive years, and meets the Better Business Bureau's 20 Charity Standards, the highest ranking. Pajama Program is an Equal Opportunity Employer and complies with the Americans with Disability Act.