



NOW IT'S UP TO US

**March 19, 2021**

**Job Posting  
Full Time- Grants Manager – Helping Up Mission**

**Background**

Helping Up Mission, Inc. is a faith-based, non-denominational, Christian organization offering permanent solutions to those experiencing homelessness, poverty, and addiction. Helping Up Mission, Inc. (HUM) provides hope through programs designed to meet their individual physical, psychological, social, and spiritual needs. Compassionate and substantial residential care is given to almost 500 men and 50 women in need, without consideration of race, economic or religious status at its campus in East Baltimore. HUM provides competitive pay and benefits.

**Job Description**

Helping Up Mission is seeking a full-time Grants Manager to become a valued member of HUM's Philanthropy team. The Grants Manager will be responsible for all aspects of the grant program to advance the HUM's mission, values, and strategic plan.

Specifically, the Grants Manager will be required to 1) manage and build upon a successful grant program of focused research, regular submission, and stewardship/reporting on grant awards; 2) manage the Workplace Giving Campaigns; 3) manage select institutional (corporations, congregations, foundations, etc.) donor portfolio. These goals will be sought while adhering to the core values of the mission.

**Primary Duties**

The essential functions include, but are not limited to the following:

- Lead and Manage Grants Program – Research (internal and external), relationship management, writing, and reporting.
- Manage Workplace Giving Campaigns including United Way, Combined Federal Campaign, Maryland Charity Campaign and Baltimore City Campaign.
- Manage assigned donor portfolio.
- Perform other tasks as required by supervisor.

**Job Requirements**

- Exhibit the Core Values of Helping Up Mission, Inc
- Bachelor's Degree required

- 3+ years experience in Philanthropy
- Demonstrated success in Grant Management lifecycle (research, submissions, reporting)
- Demonstrated success and effectiveness in organizational, managerial, and constituent-related matters.
- Strong verbal communications skills and demonstrated ability to write clearly and persuasively.
- Excellent oral, written, interpersonal, analytical, and organization skills required.
- Strong partnership-building and event planning skills.
- Must have a valid and current driver's license.
- Knowledge and experience with Raiser's Edge or comparable software.
- Proficient in computer usage, particularly Microsoft products.
- Ability to understand the needs and interests of grant funders to develop relationships between them and the Mission.
- Dedication to promoting the Mission's fundraising priorities by developing excellent working relationships with board members, senior staff, key stakeholders, and others, as appropriate.
- Ability to initiate, analyze, monitor, evaluate and alter strategic fundraising plans.
- In addition to these general skills, the position requires the ability to participate in all aspects of the gift cycle: (1) to initiate contacts with potential major donors; (2) to develop appropriate cultivation strategies for them, including working with volunteers; (3) to move potential funders in an appropriate and timely fashion toward submitting proposals and winning funding; (4) to make solicitations when appropriate; (5) to maintain stewardship contacts with funders.
- Represent HUM at various civic and partner events to build and strengthen relationships with funders.
- Must be willing and able to travel, when necessary or appropriate.
- Willing to work on HUM projects outside the regular 40-hour work week.

Salary Range \$40,000 - \$60,000

Competitive Benefits Package

Interested candidates should email their resume and cover letter presenting interest in and qualifications for the position to [businessoffice@helpingup.org](mailto:businessoffice@helpingup.org), attention Jennifer Bedon. Please include salary requirements.