

MANAGER OF GRANTS AND FOUNDATION GIVING

The College of Physicians of Philadelphia is seeking an experienced grants manager to join its Development Department. This new position will be responsible for securing funding for the College's services and programs, including the Historical Medical Library, the renowned Mütter Museum, and a host of public health education and outreach programs. Reporting to the Director of Development and working closely with program staff at the College, the Manager of Grants and Foundation Giving will be an integral part of a small but growing development department.

RESPONSIBILITIES

- Identify, research and develop funding prospects—including foundation, government, corporate, and individual—for restricted programming efforts including educational outreach programs, the Mütter Museum, the Historic Medical Library, and capital renovation projects
- Write grant proposals, including budgets and auxiliary materials
- Through the grant development process, work independently with College staff to develop projects and project budgets for programmatic proposals
- Manage and oversee maintenance of all grant information in Raiser's Edge database, including tracking of all prospects, proposals, and reports
- Track, plan and submit grant reports, including gathering required data and attachments; as necessary, periodically monitor grant performance goals between reporting periods
- In conjunction with the Director of Development, develop annual fundraising goals and yearly and long-term fundraising strategy
- Work effectively as part of a small development team to achieve fundraising objectives and perform other duties as required

QUALIFICATIONS SOUGHT

- Bachelor's degree
- 3-5 years experience in writing, grants, and research, with demonstrated success
- Superb writing and editing skills
- Ability to meet objectives within a timeframe and consistently meet deadlines
- Ability to organize large amounts of information and synthesize it into a strong, cogent, and concise argument for funding
- Superior research skills
- Familiarity with Raiser's Edge software a plus
- Familiarity with non-profit organizations and their practices, and knowledge of local and national foundations
- Experience in developing and writing federal grants a plus
- Excellent writing samples and references

TO APPLY

Interested applicants should send writing samples along with their résumé, cover letter, and salary requirements to Kathleen Dougherty at kdougherty@collegeofphysicians.org