GRANTS WRITER AND MANAGER
New York, NY – Full Time

Job Description:
Reporting to the Managing Director and in partnership with a designated member of the Board of Directors, the Grant Writer & Manager is responsible for identifying and pursuing outside funding opportunities to support AGBU’s wide range of initiatives, programs and projects. The Grant Writer & Manager will write and submit concept papers and grant proposals ranging in size, scope and complexity to international public and private organizations, including foundations, corporations, government agencies and other grant making entities that align with AGBU’s mission and help meet the organization’s global fundraising goals. The Grant Writer & Manager will be responsible for stewarding the organization’s grant submissions through the grant cycle from the research phase (LOI) to submission, post award responsibilities (i.e. progress reports), prospecting strategy, grants tracking, and management.

Responsibilities:
• Research, write and submit high-quality concept papers and formal grant proposals that are strategic, well-organized and detailed
• Coordinate grant management procedure and work cycle
• Coordinate internal and external stakeholders, including both staff and volunteers
• Strategize and work with various AGBU departments, teams, and offices including the executive leadership, program officers and the departments of finance and development
• Meet internal and final external deadlines involved with the submission of concept papers and grant reports
• Identify opportunities for exploratory and/or introductory in-person meetings for the Director of Development
• Maintain calendar and pipeline of upcoming, pending, and past grant opportunities
• Maintain master list of records and files on all prospective grants and grant making bodies targeting areas of interest that align with AGBU’s programs and funding needs
• Manage the application process and ensure all accounts and logins are maintained with up-to-date AGBU profiles and registrations
• Perform other related duties as assigned

Qualifications:
• Bachelor’s degree required
• Detail-oriented
• 5+ years proven experience in grant writing and development
• Excellent written and verbal communication skills
• Excellent research, analysis, project management, and presentation skills
• Proficient knowledge of various grant making bodies, agencies and procedures specifically (but not limited to) areas that speak to AGBU’s pillars: socio-economic development in Armenia, humanitarian relief, culture and identity, and education
• Familiarity with grant making bodies focused on Armenia and/or the South Caucasus region a plus
• Ability to work in a deadline-driven environment
• Ability to manage multiple applications and tasks simultaneously
• United States citizenship or residency required

AGBU is committed to promoting diversity and inclusion and employs regardless of race, religion, color, national origin, sex, disability, age, or veteran status. Email resume and cover letter to jobs@agbu.org. Submissions will be accepted until the position is filled. Initial interviews of strong candidates will be held as submissions are received. Salary commensurate with experience. No phone calls please.