A picture containing graphical user interface

Description automatically generated

POSITION ANNOUNCEMENT

Director of Grants

UTEC has engaged Sage Advancement Group to lead their search for a Director of Grants.

*UTEC’s strong commitment to diversity, equity, and inclusion is reflected in their diverse leadership team. We encourage qualified people of all races, colors, creeds, sexualities, religions, gender identities, and backgrounds to apply.*

The Organization

UTEC’s mission and promise is to ignite and nurture the ambition of our most disconnected young people to trade violence and poverty for social and economic success.

Through programs and social enterprises that focus on transition from incarceration or gang involvement, education, workforce development, and civic engagement, UTEC helps otherwise overlooked young people in the communities of Lowell, Lawrence, and Haverhill, MA.

UTEC’s proven model begins with intensive street outreach and correctional facility in-reach to proven-risk young adults. UTEC engages them through intensive supports, job training in multiple social enterprises, and on-site high school credential classes. Social justice and civic engagement are embedded throughout. In 2017, UTEC opened an onsite early childhood education center and introduced two-generation programming for the young parents who UTEC already serves. UTEC’s primary outcome areas are reduced recidivism, increased employability, and increased educational attainment. The long-term recidivism rate for UTEC-enrolled young adults averages less than 15%, compared with a statewide average of about 50%.

The Opportunity

The Director of Grants leads the institutional giving programs at UTEC, leading a team that raises approximately 60% of agency revenues. In strong partnership with the Chief Development Officer, the Director of Grants will raise funds in support of the organizational budget of $15M and is responsible for drafting and oversight of proposals that solicit support for the work of UTEC and provide funding for current and future initiatives.  This position reports to the Chief Development Officer and works closely with other leadership staff on internal systems and program planning to support UTEC’s operating budget, and to address capital fundraising as needed. The Director of Grants supervises a Senior Grant Writer and a Grant Writer Consultant and works in partnership with other organizational staff.

***“It’s a friendly and fun work environment. We laugh a lot and the culture is warm and welcoming. It is a special place. You can be yourself. It’s the best job I’ve ever had.”***

- Development team member

Key Responsibilities

**Supervisory Responsibilities**

* + Provide direct supervision to a Senior Grant Writer and Grant Writer Consultant
  + Ensure effective time management of all direct reports
  + Review and approve all timesheets and requests for time off
  + Provide regular supervision and feedback through individual meetings with direct reports
  + Perform an annual written performance review with all direct reports by documenting any exceptional performance as well as any concerning behavior shared with HR
  + Identify areas for professional growth for all direct reports and align with any available resources at UTEC
  + Ensure that all staff can identify the impact of their role on agency-wide goals and metrics for success

**Duties/Responsibilities**

* + Work with Chief Development Officer and Chief Financial Officer to set and meet institutional fundraising goals
  + Maintain and track pertinent foundations outreach-including cultivation, solicitation, and other activities
  + Coordinate with the Chief Program Officer on key data metrics to share with funders
  + Provide review and editing support to the rest of the development team on materials to be shared with external audiences
  + Coordinate with the development team around system improvements and updates to Salesforce and other tracking systems
  + Revisit, update, and document key processes of the grants team, in conjunction with the Senior Grant Writer and Grant Writer Consultant
* Develop and maintain a strategic funding strategy to determine which funding sources to apply to and prioritize in the pipeline
* Regularly review and assess the grants pipeline, in conjunction with the grant writers, to determine individual tasks and priorities
* Work with Leadership staff to identify funding needs and alignment with funder requests
* Coordinate with program leadership around project management for grants and contracts, including communicating key deliverables, and ensuring that we are tracking and meeting these deliverables
* Maintain communication and relationships with selected funders, in conjunction with other leadership staff, including providing periodic programming updates, requesting input in developing proposals, and seeking feedback on rejected proposals
* Work with the manager of communication to write and design proposals, reports, and other communication for foundations and entities
* Work closely with the Finance team to best integrate grant and contract reconciliation
* Oversee grant and contract reporting in partnership with program, evaluation, and finance staff
* Communicate contract reporting requirements to the Contracts Manager, and support with reporting as needed
* Write, edit, and review grant proposals and other materials, particularly focused on large funders (e.g., federal contracts and national foundations) and the creation of new content
* Coordinate with the finance team around budgets to be included in proposals
* Send acknowledgment letters to funders when funds are received
* Provide input and feedback on updates to our boilerplate language used in proposals
* Identify and research new sources of funding, in conjunction with the grant writers

**Key Qualifications**

* Track record of successful grant writing experience, both foundation and government
* Experience developing and managing productive working relationships with funders and coworkers at all levels
* Proven project management and reporting aptitude
* Ability to work as a leader and as part of a team
* Excellent verbal and written communication skills
* A healthy sense of humor, and an ability to have fun while working hard
* Commitment to social justice is essential; youth-serving experience is ideal
* Excellent management skills
* Excellent organizational and time management skills, especially the ability to deal with tight deadlines and rapidly shifting priorities
* Strong computer and online literacy skills; experience with Salesforce a plus
* A minimum of 5 years grant writing experience
* Bachelor’s degree or higher preferred

**Salary & Benefits**

Salary commensurate with experience. Generous benefits include paid sick, personal, holiday and vacation time, flexible work schedule, Mass General Brigham Health Insurance, 403B retirement plan, and more.

To Apply

Please send your resume and cover letter describing your interest in this position to **Sage Advancement Group** at [info@sageadvancement.com](mailto:info@sageadvancement.com) with “UTEC DG” in the subject line. No phone calls, please. For more information about UTEC, visit their website at <https://utecinc.org>.

*Sage Advancement Group provides fundraising, strategy, and search services to nonprofits. For more information about Sage Advancement Group, visit us at* [*www.sageadvancement.com*](http://www.sageadvancement.com/)*.*