



## Grants & Proposals Program Manager

### Organization Mission and Vision

The Young Nonprofit Professionals Network of Washington, DC (YNPNdc) works to elevate, energize, and educate the Washington DC Metro nonprofit community by sharing resources, building skills, and fostering connections.

YNPNdc is an independent 501(c)(3) organization, affiliated with the Young Nonprofit Professionals Network (YNPN), which serves more than 50,000 members and includes chapters in more than 40 cities. Our vision is an inclusive community of forward-thinking and inspired professionals equipped to lead the nonprofit sector.

### Position Overview

The Grants & Proposals Program Manager will lead the development and submission of grant proposals to secure funding for YNPNdc's programs and initiatives. This role involves researching funding opportunities, writing compelling proposals, and managing the grant application process to ensure alignment with YNPNdc's mission and strategic goals.

### Primary Responsibilities

- **Grant Research:** Assist in identifying and researching potential grant opportunities that align with YNPNdc's mission and programs.
- **Proposal Writing:** Support the drafting and editing of grant proposals, ensuring they are clear, compelling, and tailored to the specific requirements of each funder.
- **Application Management:** Help organize and track deadlines for grant applications, ensuring all required documents and information are submitted on time.
- **Collaboration:** Work closely with the Director of Fundraising to gather necessary information for proposals and contribute to the overall grant strategy.
- **Organization:** Create and maintain a filing system for all grants pursued, lost, and won to provide historical knowledge for future YNPNdc fundraising teams.

### Preferred Qualifications

As a young professional organization, YNPNdc is committed to providing opportunities for young and/or aspiring nonprofit professionals to develop the skills needed to advance their nonprofit careers. As such, the qualifications below are not required to apply for the position, but applicants should have interest in gaining experience and/or further advancing their knowledge in these areas:

- Demonstrates interest in the nonprofit sector and YNPNdc's mission and vision.
- Ability to commit ~3 hours/week to the position and organization.



- Willingness to learn and apply new fundraising strategies and techniques.
- Experience with leading the full grant cycle process.
- Previous complex grant writing experience.
- Strong writing, editing, and storytelling skills.

Volunteers will begin in October 2024 and are expected to serve a 12-month term. Applications are due Sept. 19.

Apply at <https://forms.gle/35M6PTwpZR65KuWf6>