



**Job Title:** Grant and Proposal Manager

**Location:** Washington, DC

**Main Purpose of Job:** Support the research, identification and development of winning proposals in alignment with WEConnect International's mission and goals

**Reporting to:** WEConnect International President and CMO

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**Organization Information:** WEConnect International, a corporate-led global non-profit, helps women-owned businesses access and succeed in global value chains. WEConnect International has since 2009 provided business education, certification, and business connections to companies based outside the United States that are at least 51 percent owned, managed and controlled by one or more women. WEConnect International corporate members represent over \$1 trillion in annual purchasing power and are true pioneers in inclusive sourcing and global supplier development.

[www.WEConnectInternational.org](http://www.WEConnectInternational.org)

**Job Overview:** The Grant and Proposal Manager is a key member of the Business Development team focused on meeting fundraising goals through institutional, private, and public grant funding. The Grant and Proposal Manager is responsible for developing and submitting grant proposals, identifying new prospects through targeted grant research, completing required grant reports, and developing stewardship and outreach material that builds donor relationships. Additional responsibilities include providing support for fundraising and marketing events. The Grant and Proposal Manager must effectively communicate WEConnect International's mission and values through compelling grant proposals, function efficiently and effectively in a fast-paced professional environment and manage multiple priorities.

**Core Values and Culture:** As we continue to grow our impact, WEConnect International will attract and hold accountable members, partners, staff and stakeholders based on these core values, which help to define our culture, brand and operational strategies.

- Embrace Diversity and Inclusion to Unleash Potential
- Demonstrate Passion for Women's Economic Empowerment
- Make a Positive Difference in the World
- Deliver Stakeholder Value
- Exemplify Integrity in Everything We Do
- Pursue Teamwork with a Shared Vision and Purpose
- Embrace Openness, Trust and Candid Communication

**Job Responsibilities - Research and Business Development:**

- Create work plans to support a pipeline of ongoing proposal research and submissions
- Conduct research to identify institutional and public prospects that expand WEConnect International's grant portfolio and meets fundraising priorities
- Support the implementation of a record-keeping system to track research performed, prospects identified, funding secured and those disqualified
- Develop material and coordinate activities that support outreach to potential new funders
- Coordinate weekly and quarterly updates to internal reporting tracking tools utilized for grant submissions and reporting

**Proposal Development and Reporting:**

- Conduct client/prospect research to fully understand business
- Facilitate proposal planning call, determining preliminary assignments and communicating final assignments
- Review RFPs for complete understanding of proposal submission requirements
- Develop and submit effective and compelling proposals for foundations, corporations, multilaterals and government funding opportunities that clearly and persuasively describes service features and benefits and is geared toward readers' needs and knowledge level
- Coordinate definition of specific activities, outcomes, and metrics required for grant proposals with appropriate Business Operations and Program Managers
- Develop budgets to align with proposals
- Update program dashboards as needed to support reporting requirements
- Maintain accurate and consistent electronic and paper filing to support record-keeping requirements
- Maintain Salesforce data and reporting

**Outreach and Donor Relations:**

- Develop cultivation and stewardship materials for grant funders that promote WEConnect International's mission and vision, provide program outcomes, and feature client stories
- Support and implement donor site visits and meetings, including preparation of media kits and presentation material
- Support donor recognition in coordination with the Communications and Events Department by assisting with content for social media, articles and blogs, invitations to events, and WEConnect International award nominations

**Other:**

- Undertake any other duties which may from time to time be required; this job description is not intended to be either prescriptive or exhaustive but is issued as a general guideline to the main areas of responsibilities

**Key Qualifications:**

- At least 5 years of research and proposal writing
- Knowledge and experience with the Shipley approach to business development
- Ability to develop creative and strategic initiatives, programs, and donor-funded activities which support organizational goals and objectives
- Knowledge and command of mechanisms to track the grant application life cycle and support financial analytics and forecasting for the organization
- Excellent research and writing capabilities
- Use of Salesforce software
- Excellent written communication and presentation skills in English; with the ability to deliver presentations to a wide variety of audiences, including potential donors
- Experience and knowledge of developing programmatic grant budgets, including detailed budgets, summary budgets, and budget narratives
- Ability to think strategically across layers of an organization and to develop nuanced reporting mechanisms
- Comfortable in a fast-paced environment
- Ability to design and work within allotted budgets
- Patience and communication skills to be able to address concerns and questions of various stakeholders
- Experience in managing relationships with donors
- Excellent IT skills, including Microsoft Office and online applications
- Willingness to continually build capacities and learn additional skills to improve organizational capacity
- Ability to work alone, as a part of a team, and to set and meet targets independently and to manage and deliver projects to timelines
- A 'self-starter' with excellent motivational skills, enthusiasm, vision and a willingness to think big and encourage the team to develop approaches to overcome challenges
- Sound judgment and good political skills and a flexible approach to work

**How to Apply:** Qualified candidates must submit a single PDF document that includes a cover letter and resume with your salary requirements. Please send these documents to [jobs@WEConnectinternational.org](mailto:jobs@WEConnectinternational.org)

**Use Subject Line:** Grants\_YOUR NAME

**No Phone Calls Please:** We regret that we are unable to respond to individual inquiries about the position. WEConnect International is an Equal Opportunity Employer.