



Grant Manager Position

TenderLove Community Center is seeking a passionate and detail-oriented **Grant Manager** to join our team! This key role will be responsible for managing the full lifecycle of grant funding, from researching and writing compelling proposals to preparing accurate and timely grant reports. The ideal candidate has strong writing skills, attention to detail, and a deep commitment to advancing programs that empower vulnerable populations.

This is a full-time, salaried position with a flexible hybrid work schedule available.

Key Responsibilities:

Grant Writing & Research

- Research federal, state, local, and foundation funding opportunities aligned with TenderLove's mission and programs.
- Develop high-quality, customized grant proposals, letters of inquiry, and supporting documents.
- Maintain an annual grants calendar and ensure timely submission of proposals.

Grant Reporting & Compliance

- Track and report on grant deliverables, outcomes, and expenditures.
- Prepare required reports for funders, including narrative and financial updates, in collaboration with program and finance staff.
- Ensure compliance with all grant guidelines and deadlines.

Grant Coordination & Administration

- Maintain organized records of grants, submissions, contracts, and correspondence.
- Collaborate with leadership and program teams to gather data, impact stories, and measurable outcomes.
- Participate in strategic planning around grant priorities and funding diversification.



Qualifications:

- Bachelor's degree in communications, nonprofit management, public administration, or a related field (master's preferred).
- Minimum of 3 years of successful grant writing and reporting experience.
- Excellent writing, editing, and project management skills.
- Strong knowledge of grants.gov, Foundation Directory, or similar platforms.
- Ability to manage multiple deadlines with efficiency and accuracy.

How to Apply:

To apply, please send your resume, a cover letter, and a writing sample to Admin@tenderlovecommunitycenter.org with the subject line "Grant Manager Application."