



Grants Manager

The Michigan League of Conservation Voters (LCV) – one of Michigan’s largest, most impactful political advocacy organizations tackling drinking water contamination, the rapidly-worsening impacts of climate change, and efforts to undermine our access to the ballot – is seeking a dynamic full-time Grants Manager to raise financial support for our organization by managing all grant activity, building strong partnerships with current and prospective funders, and growing foundation funding.

The ideal candidate will be an experienced development professional who can deliver on ambitious goals and make a compelling case for investing in political action and policy change to protect Michigan’s land, air and water. They, alongside a team of tenacious colleagues, will advocate for strong environmental protections and a healthy democracy, and build and amplify the voices of communities of color and other key constituencies who are disproportionately impacted by environmental issues.

The Grants Manager works with the Development Director, Michigan LCV’s leadership, and all teams in the organization to develop high-quality grant proposals and development communications that are consistent with Michigan LCV’s mission and strategic direction. The Grants Manager will provide leadership and oversight of all grant activity for the organization, serving as the organizational expert on all grantseeking initiatives including relationships with corporations, foundations, and current and prospective supporters. Key responsibilities include drafting of development communications, grant writing, process/project management, researching, identifying, developing, responding to grant opportunities, and assisting with program development and post-award reporting. The Grants Manager will also support non-grant donor outreach, including drafting letters and email communications, donor conversations, and donor prospecting. Additional responsibilities may include writing and supporting external communications, such as newsletters, staff and board profiles, and email communications to supporters and members, and internal communications, such as organizational case statements and protocol documents.

About the Michigan League of Conservation Voters

The Michigan League of Conservation Voters is a statewide political organization whose mission is to elect pro-conservation candidates to office and to hold all decision makers accountable for protecting Michigan’s drinking water, attacking climate change, and expanding access to the ballot. We work closely with elected officials, business leaders, partner organizations, and advocates from across the state, and we have built a reputation as the leading, non-partisan political voice for Michigan’s land, air, and water.

Michigan LCV is an equal opportunity employer. We assure equal treatment in hiring selection, promotion, transfer, compensation, benefits, training, discipline, and other personnel practices and terms or conditions of employment without regard to race, color, religion, sex, age, national origin, height, weight, marital status, genetic testing status, veteran status, disability, sexual orientation, gender status, or any other protected class established by all applicable federal, state and local laws and ordinances.

Job Responsibilities

This position reports to the Development Director, is ideally based in Southeast Michigan or the Grand Rapids metro area, and is responsible for the following:

- Provide leadership and oversight of all grant activity at Michigan LCV in partnership with the Development Director and Michigan LCV leadership team.
- Lead the writing of high-quality grant materials, including cover letters, letters of inquiry, proposals, project narratives, budgets, renewal requests, and interim and final reports.
- Manage Michigan LCV's grant program using timely and appropriate internal and external communications (checklists, reminder messages, and proactive problem-solving) to ensure high-quality grant proposals and reports are submitted on time.
- Serve as Michigan LCV's liaison to foundations, focusing on securing new funding opportunities and nurturing relationships, as well as managing relationships with colleagues and leadership.
- Identify new opportunities for funding that align with Michigan LCV programs and mission, including outreach and relationship building with prospective family foundations and potential new funders.
- Retain up-to-date knowledge about all programs and maintain effective working relationships with programs and finance staff.
- Ensure that all documentation related to grant funding is up-to-date and accurate, including grant calendar, donor records and files, and grant materials submitted and received.
- In collaboration with other teams, work to write internal and external communications, such as newsletters, board and staff profiles, organizational case statements, and various protocol documents.
- Provide support to the leadership team and key staff for meetings with donors.
- Participating in all Michigan LCV political election work – doing the hard work of campaigning, which means volunteering yourself to do door-to-door field canvassing, text and phone banking, and attend campaign events.

Qualifications

We are seeking candidates who have **expert-level writing skills**, are **natural project managers**, and are **results-driven**. You should have:

- At least 2 years of grant-writing or professional writing experience.
- An ability to identify grant funding opportunities, create reasonable foundation-giving goals, and create grant prospect and management plans.
- Writing and speaking skills that translate into compelling pitches, effective asks, and meaningful reports to funders on the impact of their gifts that reflect the mission, goals and values of our organization.
- A track record of managing people, processes, and deadlines necessary to achieve fundraising goals.
- Excellent strategic-thinking, problem-solving, organizational, and time-management skills, with a proven ability to create work plans and set priorities to achieve long-term goals.
- Positive, solutions-oriented attitude and a commitment to maintaining a supportive, empowering culture.
- Natural relationship-building instincts and the ability to speak specifically to work experience in developing and maintaining strong working relationships among a wide range of stakeholders.
- Understanding of Michigan's political and environmental arenas.
- A valid driver's license, car insurance, reliable access to a car, the internet, and a phone to use for work purposes as well as the ability to canvass, walking at least a mile and navigating physical obstacles such as stairs
- Cultural Competence:
 - Demonstrated awareness of one's own cultural identity and the ability to learn and build on varying community norms

- Commitment to equity and inclusion as organizational practice and culture
- Understanding of how environmental issues intersect with racism, economic and social inequality in the U.S. and has a passion for working to dismantle these systems

Compensation & Benefits

The starting salary for this position ranges from \$64,000 - \$75,000, with most starting at the bottom of this range. Michigan LCV offers a benefits package that includes health, dental, and vision coverage, long-term and short-term disability coverage, life insurance coverage, a retirement savings program, reimbursements for business-related travel, a generous paid time off policy, and a team of smart, funny, and kind colleagues working together to deliver on a mission that matters.

How to Apply

[Click here to apply.](#) Applications will be reviewed on a rolling basis.