



KAPLEN JCC on the Palisades

Position Title: Grants Manager

Reports to: Chief Development Officer

Location: Tenafly, NJ

Status: Full-time

Salary: \$70-80,000

To apply: Send cover letter and resume to aschiffman@jccotp.org

The Opportunity:

The Kaplen JCC on the Palisades (“Kaplen JCC”) seeks a full-time Grants Manager to join our development team and implement a robust institutional funding strategy for foundation, corporation, and government support.

The Kaplen JCC development team is comprised of one part-time and four full-time professionals. We serve an organization with an annual operating budget of almost \$25M, and nearly 20% of our income is from philanthropic contributions. We are implementing an ambitious fundraising strategy to ensure we can do more every year to benefit our community.

Reporting to the Chief Development Officer, the Grants Manager will be responsible for researching and writing letters of intent, proposals, and reports to funders, as well as maintaining grant data, processes and materials related to funders and prospects. Working closely with Program Directors, the Grants Manager will gain a deep understanding of funding needs and priorities to present the compelling story of the Kaplen JCC and the impact of our programs.

The ideal candidate is an excellent writer and project manager and thrives in a team-oriented environment. This role presents a unique opportunity to raise critical funds for a full continuum of community programs including early childhood education, the visual and performing arts, Jewish culture, senior services, disability inclusion, and more. The individual who takes on this role will have the opportunity to contribute to the growth of a thriving institution that has admirably served the community for nearly seventy-five years.

Responsibilities:

- Manage the pre-award proposal process from identification through submission, including drafting letters of interest and grant proposals and assembling all supporting documents, budgets, and program descriptions.
- Manage post award process from reporting to stewardship with a focus on building positive relationships with all institutional funders.
- Maintain the database of institutional funders and prospects, including but not limited to gift processing and entry, reporting, recognition and analysis.
- Research current and new foundation sources of support; identify potential funders in support of new and ongoing agency programs and projects.
- Coordinate with team members focused on donor development to share information and strategy.
- Other organizational responsibilities as needed.





Experience:

- 1-3 years of grant writing or related experience.
- Knowledge of principles and practices of grants management, including government grants.
- Bachelor's degree or equivalent work experience.
- Experience working in a not-for-profit development office.
- Highly organized and detail oriented with the ability to meet deadlines, work on multiple projects, and interact with lay leaders, committee members, and staff at all levels.
- Previous experience with Salesforce or other CRM databases preferred.
- Excellent communication and interpersonal skills.
- Excellent judgment and strong decision-making abilities.
- History of protecting sensitive information by maintaining the highest level of discretion and confidentiality.
- Flexibility to work limited evenings and weekends, as necessary.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply for jobs unless they meet every single qualification. At the Kaplen JCC, we are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about these roles but your past experience doesn't align perfectly with every qualification noted above, we encourage you to apply. You may be just the right candidate for this or other positions.

The Organization:

The Kaplen JCC is a welcoming home away from home for all who pass through its doors in Tenafly, NJ and for the wider community. We are a leading nonprofit, charitable organization deeply rooted in Jewish values and tradition, and are a vibrant and welcoming home for the Jewish People. We are a place that welcomes all while cultivating the social, intellectual, physical, and spiritual well-being of the entire community. We are a strength-based organization and pride ourselves on our inclusive and welcoming workplace that celebrates the diversity of our employees. We stress a supportive environment in which people are treated with appreciation and respect and positioned to do their best work every day. Our vision is to be the center point of Jewish life in our community and to engage all generations in our mission and values. We serve over 3,000 membership units and over 750,000 people each year in our 200,000 square foot building and acres of outdoor grounds and facilities.

Working at the Kaplen JCC on the Palisades

This is a full-time position, and the salary is based on experience.

We offer a workplace that is in the community and of the community. All full-time staff receive the benefit of family membership to the Kaplen JCC as well as discounts on our programs and





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services, including the Leonard & Syril Rubin Early Childhood Center, Neil Klatskin Summer Camps, and music, art, and cultural programs.

Our generous paid time off includes all Jewish religious holidays.

Health and wellness are an important part of our mission, and staff are encouraged to use our state-of-the-art fitness facilities, take classes together, and support each other in achieving work-life balance.

A key responsibility of our staff is to provide excellent customer service to our members and community. As such, it is important that we be on site to interact with the many people who walk through our doors. While in person at our agency is preferable, some remote work is a possibility for this position.

No headhunters or recruitment firms please.

This job description is not intended to be all-inclusive, and the Grants manager will also perform other reasonably related business duties as assigned by supervisor or other management, as required. The Kaplen JCC reserves the right to revise or change job duties as the needs arise. This job description does not constitute a written or implied contract of employment. The Kaplen JCC is proud to be an equal opportunity employer. In keeping with our Jewish values, we are dedicated to a policy of nondiscrimination in employment on the basis of race, religion, color, sex, sexual orientation, gender identity or expression, national origin, age, marital status, citizenship, veteran's status, physical or mental disability that does not prohibit the performance of essential job functions (with or without reasonable accommodation) or any other basis protected by federal, or applicable, state or local law. We welcome everyone interested in our mission to join us. If you require accommodation, please contact us and we will make every effort to meet your needs.