

Development Grants Manager

About Us

ProLiteracy Worldwide is an educational organization that champions the power of literacy through its programs, digital and print tools, training and professional development services, research, and advocacy. ProLiteracy works together with members, partners and the adult learners they serve, and with local, national, and international organizations that have common missions, goals, and objectives. The organization is instrumental in building the capacity and quality of programs teaching adults to read, write, compute, use technology, and to learn English as a new language.

Position Summary

The Development Grants Manager plays a key role in advancing ProLiteracy's fundraising efforts by managing proposal development, reporting, and compliance for foundation, corporate, and public grants. This role coordinates the full grants lifecycle—from prospect research and proposal preparation through post-award reporting and renewals—while working closely with Development leadership and cross-functional partners.

This is an experienced Development Grants Manager role requiring sound judgment, strong writing and project management skills, and the ability to translate complex programmatic work into clear, compelling, and funder-aligned proposals. The Development Grants Manager serves as a key strategic partner to Development leadership, helping translate organizational priorities into compelling institutional funding opportunities.

Key Responsibilities

Grant Development & Proposal Management

- Manage and contribute to the timely development of an institutional grant portfolio of national scope including high-quality grant proposals, letters of inquiry, and concept papers
- Translate program descriptions, logic models, and evaluation plans into clear, compelling, funder-ready narratives
- Customize proposals while maintaining consistent organizational messaging
- Ensure all submissions meet funder guidelines, deadlines, and quality standards

Grant Strategy Support & Prospecting

- Conduct prospect research to identify aligned foundation, corporate, and public funding opportunities
- Drive implementation of the organization's grants strategy in partnership with Development leadership
- Provide research, analysis, and recommendations to inform proposal timing and funder approach

Budgeting & Financial Coordination

- Collaborate with Finance and Program teams to prepare accurate, compliant grant budgets
- Ensure alignment between proposal narratives, budgets, and funder requirements
- Track restricted funding, match requirements, and allowable costs

Grants Management, Reporting & Compliance

- Manage post-award grant requirements, including interim and final reports
- Translate program outcomes and measurable impact into compelling funder reporting that strengthens renewal and growth opportunities
- Ensure compliance with funder terms, reporting deadlines, and documentation standards
- Support renewal and continuation efforts for existing grants

Cross-Functional Coordination & Project Management

- Serve as a point of coordination between Development, Programs, Finance, and Marketing on grant-related activities
- Lead internal coordination of grant timelines and workflows to support strategic proposal development and timely submissions
- Maintain systems and tools that support organizational grant readiness and institutional knowledge
- Capture and maintain historical funder information to strengthen continuity, renewals, and long-term strategy

Data, Systems & Recordkeeping

- Maintain accurate grant records in Salesforce or other CRM and grant management systems
- Track submissions, awards, and reporting deadlines
- Prepare grant-related data and summaries to support internal reporting and planning
- Support audits and funder reviews as needed

Funder Communication & Stewardship Support

- Draft funder communications, updates, and impact summaries
- Support planning for site visits, calls, and presentations
- Support stewardship and renewal activities in coordination with Development leadership

Education and Experience

Required

- Bachelor's degree or equivalent professional experience
- 5–7 years of grant writing and/or grants management experience
- Demonstrated success securing competitive foundation, corporate, or public grants, including complex or multi-year awards
- Superior writing, editing, and project management skills
- Working knowledge of nonprofit budgets and restricted funding
- Experience collaborating with Program and Finance teams
- Proficiency with CRM systems and online grant portals (Salesforce preferred)

Preferred

- Experience in national or multi-site nonprofit organizations
- Familiarity with education, workforce development, literacy, or related social-impact fields
- Experience managing multiple grants and deadlines simultaneously
- Grant Professional Certified (GPC) or similar credential

Core Competencies

- Grant writing and narrative development
- Project and deadline management
- Attention to detail and compliance
- Cross-functional collaboration
- Analytical and organizational skills
- Ability to manage competing priorities in a deadline-driven environment

Performance Indicators

- Research-based, engaging letters of interest
- On-time, high-quality grant submissions

- Timely and compliant grant reports
- Accuracy and completeness of grant records
- Effective coordination with internal teams
- Contribution to successful grant renewals and institutional revenue growth

Job Location, Compensation, & Benefits

ProLiteracy's headquarters is based in Syracuse, New York. We are open to remote candidates with the ability to travel.

This is a full-time position with a salary range is \$70,000 - \$76,000 and is competitive and commensurate with experience with a generous benefits package. The exact salary that will be offered will be determined based on consideration of the successful candidate's skills, experience, and geography and aligned with ProLiteracy's compensation policies.

We are seeking a diverse pool of candidates from across the country. Please send cover letter and resume to hr@proliteracy.org.

ProLiteracy believes every adult has the right to literacy. Our mission is to help adults gain reading, writing, math, and digital skills, with the intent of giving them the power to impact major social issues and change the world around them. We believe education leads to equal opportunities, liberties, and protection under the law, and that we must stand up against bigotry, racism, and hatred. ProLiteracy is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ+ applicants.