



Position: Grant Writer/Manager – Development & Communications
Location: New York, NY
Reports to: Deputy Chief, Development and Communications
Hours: Full-time, 40 hours per week, some evenings /weekends

About Jericho Project

Jericho Project is a nationally acclaimed nonprofit ending homelessness at its roots by enabling homeless individuals and families to attain quality housing, employment, and mental and physical health services. The 41-year-old nonprofit serves over 2,500 individuals, including 700 veterans, annually. Jericho has been a key partner in New York City's initiative to end veterans' homelessness, and is leading bold, innovative strategies to do the same for families and young adults.

Our programs touch four cornerstones of a person's life: housing, employment, wellness, and family stability. We create a culture of "moving on" through a foundation of housing and supportive services provided by expert program specialists and case managers.

We have over 600 units of supportive housing including 8 residences in the Bronx and Harlem, as well as scatter-site apartments throughout NYC.

About the Position

The Development and Communications Department is responsible for Jericho Project's fundraising and outreach efforts, securing funds from government agencies, corporate and foundation partners, individual donors, and special events to support Jericho Project's mission to end homelessness in New York City.

The Grant Writer / Manager plays a pivotal role within this department, with a primary focus on grant writing and management, comprising 80% of the role. This individual will manage and grow Jericho's existing pipeline of grant funders, as well as identify and cultivate new funding opportunities. The Grant Writer / Manager will be responsible for drafting and submitting new and renewal grant applications, as well as preparing letters of intent, proposals, and reports for private, government, and corporate grants.

The ideal candidate will have experience managing a portfolio of grants and securing major gifts (\$10K+), with a proven ability to steward relationships with institutional funders. This role requires close collaboration with internal departments to gather relevant data and metrics, ensuring compliance with funder requirements and deadlines. The Grant Writer / Manager will also lead efforts to research and pursue new institutional funding opportunities to broaden Jericho's funding streams.

This position requires a detail-oriented and efficient individual with excellent written and verbal communication skills. The ability to collaborate effectively with internal teams, Board Members, key donors, government funders, and corporate/foundation partners is critical. Networking, building relationships, and leveraging contacts are key to achieving grant revenue goals. The ideal candidate is a self-starter with high energy, initiative, and the capacity to thrive in a dynamic environment with a growing organization.

Responsibilities:

Fundraising, Grant Writing & Management

- Collaborate with the Deputy Chief of Development and Communications Officer (DCDC) to establish and achieve annual institutional fundraising goals related to grants and foundations.
- Lead the writing, editing, and submission of letters of intent, concept papers, and grant proposals (including private, government, and corporate opportunities), ensuring alignment with funder guidelines.
- Manage the development and timely submission of grant reports, working closely with program and finance teams to gather relevant data and outcomes.
- Serve as the primary point of contact for current and prospective institutional funders, maintaining strong relationships through regular communication, updates, and stewardship.
- Oversee the full lifecycle of grants, including tracking deadlines, managing compliance with reporting requirements, and ensuring timely submissions of renewals and reports.
- Provide project management support for government RFP responses, coordinating internal teams and resources to ensure successful applications.
- Monitor funding opportunities and research potential new grants and institutional funding sources to diversify and expand the organization's grant portfolio.
- Provide bi-weekly status updates to the DCDC, detailing progress on grant submissions, funder relationships, and overall development strategies.

Fiscal and Program Coordination

- Partner with the Chief Financial Officer (CFO) to develop grant budgets and ensure alignment with organizational financial plans.
- Collaborate with program staff and senior leadership to compile data and outcome metrics for donor reports and grant applications, ensuring clear, evidence-based communication of impact.
- Track and manage grant income projections, fiscal reconciliations, and financial record-keeping related to grant funding.
- In conjunction with the DCDC and the Finance Dept., conduct weekly donation reconciliation and provide donor log updates.

Special Events & Donor Engagement

- Assist the CEO, Board of Directors, and DCDC with the planning and execution of the annual gala and other fundraising events, focusing on institutional donor engagement and sponsorship opportunities.
- Manage and solicit in-kind donations as part of broader institutional fundraising efforts.

Team Leadership & Miscellaneous

- Supervise Jericho Project's Associate Board of Director's and Departmental Interns (as needed), providing mentorship, guidance, and professional development opportunities.
- Perform other duties as assigned by the DCDC related to grant writing, fundraising, and development functions.

Requirements:

- Bachelor's Degree required; advanced degree or certification in a related field is a plus.
- At least 5 years of experience in grant writing, managing grant applications, prospect research, and funder stewardship.
- Proven track record of success in securing foundation, corporate, and government grants.
- Exceptional writing and editing skills with the ability to craft clear, structured, and persuasive proposals, letters of intent, and reports.
- Strong research and analytical skills for identifying new funding opportunities and gathering data to support grant submissions.
- Excellent project management skills, with the ability to manage multiple grants, deadlines, and competing priorities effectively.
- Proficiency in funding compliance and knowledge of reporting requirements for government and private grants.
- Experience in donor cultivation and building long-term relationships with institutional funders.
- Highly organized and detail-oriented, with a proven ability to track and meet deadlines.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook); experience with DonorPerfect or similar CRM systems is a plus.
- Ability to collaborate effectively with internal teams, including finance and program staff, to gather data and ensure alignment with funder requirements.
- A strong commitment to Jericho Project's mission of ending homelessness and promoting social equity.

Compensation:

The salary range for this position is **\$80,000.00 to \$85,000.00 annualized**. Jericho Project offers a comprehensive benefits package. Employees are eligible for a merit increase annually. Merit increases are based on the employee's performance during the prior year.

How to Apply:

Interested applicants must submit a resume and cover letter with salary requirements to:

Human Resources Department
Jericho Project
Job Code: **Grant Writer/Manager – Dev Comm**
245 W. 29th Street, Suite 902
New York NY, 10001
Fax 646.624.2301
careers@jerichoproject.org

No Phone Calls Please.

Jericho Project is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool. www.jerichoproject.org