



<b>Job Title:</b>	<b>DEVELOPMENT MANAGER, GRANTS</b>
<b>Location:</b>	Within Ohio, Flexible
<b>Job Status:</b>	Full time, year round
<b>Reports to:</b>	Director of Annual Giving
<b>Team/Function:</b>	Development

## DEVELOPMENT MANAGER, GRANTS

As a successful grant writer, your high attention to detail results in the acquisition and collection of organization knowledge, evaluation criteria and financial data to create an informed, innovative and compelling story. Being motivated to achieve successful attainment of financial goals while staying true to mission, you channel your curiosity to identify new resources of funding, and your energy to deliver exceptional donor stewardship. You are comfortable sharing our mission and excited about the opportunity to network across Ohio.

You combine your technical and narrative writing expertise with your collaborative vision, working across multiple departments with both donor interest and the nonprofit's mission in mind to create the highest impact story possible. Your project management skills are essential when gathering data, budgets, letters of support and evaluation report materials to create content that builds the strongest case for support, informs grant proposals and reports, and strengthens existing grant relationships. Aligning with the priority area of the grantor, you eloquently express the need and hope of our campers' experiences of transformation to target competitive proposals that secure support of the organization from foundations, organizations, and corporations who champion our work.

Success in this role requires exceptional management of an extensive and robust grants program that supports the financial goals of the organization. You are charged with raising between \$600K - \$1M in foundation, organization, corporate and event grants, which includes retaining and growing grant funding from multiple and various foundation, corporate, private and public funding sources both regionally and nationally.

### **Team/Function Overview:**

The **Development Team** is responsible for generating \$3.5M+ in contributed income annually in addition to \$585K in gifts in kind to support Flying Horse Farms' mission. By applying data analysis, engaging donors with Flying Horse Farms through cultivation, stewardship, and authentic experiences, a donor journey is created.

### **Responsibilities:**

- Strategically identify and engage foundations and secure additional funding opportunities.
- Lead, manage and complete all grants activity, targeting opportunities with best ROI, ensuring accuracy, relevance and timely submissions
  - Funding includes but is not limited to general operating support, new program initiatives and expansion of existing programs, capital projects, and other initiatives
  - Funding sources include but are not limited to public and private, foundation, organization, and corporate grants
  - Spearhead research of new funding opportunities and potential partners

- Oversee the entire grants process (research, prospecting, writing, reporting and relationship management).
- Work in tandem with project leaders across departments to meet all grant needs, including but not limited to the following:
  - Collect outcomes to inform proposals and grant reports
  - Collect data to reinforce case for support
  - Identify metrics needed for competitive applications
  - Create and gather budgets and necessary financial information
  - Share results to broader development team to inform their work with donors
  - Ensure appropriate donor recognition is given to comply with grant guidelines
  - Ensure expenditures are appropriately assigned and deliverables are met
- Manage a portfolio of relationships with foundations and other funders. Follow proven process and be accountable to stewardship metrics.
- Develop forward-facing relationships with philanthropy and foundation representatives, scheduling routine visits and updates of our progress.  
Serve as an external ambassador to FHF's mission. Consistently network and engage the community across target markets (Ohio, Pittsburgh and Indianapolis).
- Maximize use of Raiser's Edge In tandem with data team, develop process for full optimization of grant tracking in RE
- Develop, draft and route quarterly acknowledgement letters and multi-year pledge reminders
- Other duties as assigned

***Required Skills and Experience:***

- Demonstrated proficiency, understanding and aptitude in grants field, including the completion, submission and reporting processes
- Demonstrated knowledge and proven experience in professional writing across disciplines including business, technical, and narrative forms
- Demonstrated ability to manage multiple projects, timelines and deadlines
- Experience accurately researching and gathering information from multiple sources, including online, colleagues, and organizations
- Proficiency of skills in Microsoft Office Suite
- Ability and willingness to work organization events in addition to and/or outside of traditional work hours
- Ability and willingness to travel within target markets
- Previous experience in nonprofit development with existing knowledge of Ohio's fundraising landscape and nonprofit development procedures

***Preferred Skills and Experience:***

- Demonstrated success in fund development and grants management for a nonprofit

## **Expectations & Requirements for all Flying Horse Farms Staff:**

We live our Values. We are each responsible for knowing our values and nurturing our culture:

- **We are All In.** We demonstrate a willingness to do what it takes to get the job done, we are supportive and loyal, show up present and ready and we are passionate about "Campers First."
- **We have an Attitude of Optimism.** We find what's working and make more of that happen, demonstrate adaptability within ambiguity, spread joy and hope and ensure everyone we interact with feels "Welcomed Home."
- **We are Trustworthy.** We are consistent, dependable and steady, truthful and operate with transparency, take ownership for our work and "See the Best" in others.
- **We Take Initiative.** We are driven, work towards goals with fortitude, pay attention to details and find innovative solutions with "Fearless is Free" attitudes.

## **How to Apply:**

- Send resume and cover letter to [careers@flyinghorsefarms.org](mailto:careers@flyinghorsefarms.org)

*Flying Horse Farms provides magical, transformative camp experiences for children with serious illnesses and their families – free of charge. Located on 200 acres in Mt. Gilead, Ohio, camp first opened its gates in 2010 and hosts about 900 children and families each year.*

*Flying Horse Farms is the first camp in the Midwest to become a full member of the SeriousFun Children's Network. Founded in 1988 by actor, philanthropist and Ohio native Paul Newman, the Network is a community of independently managed and financed camps and programs creating opportunities for children with serious illnesses and their families. The Network has evolved from one camp to a global community serving one million children and families across five continents.*

*The children who attend camp have illnesses including cancer, heart conditions, rheumatoid arthritis, blood disorders, asthma, gastrointestinal disorders and facial anomalies.*

*At Flying Horse Farms, for a weekend or week at a time, being sick takes a backseat to being a kid. And fun is priority number one. Campers participate in activities like swimming, boating, fishing, archery, high ropes and arts and crafts. Campers receive first-rate care at our on-site health center, staffed 24/7 by medical professionals from children's hospitals across Ohio and beyond. Flying Horse Farms is an ACA-Accredited Camp with the American Camp Association.*