



OurPath

Your partner isn't straight? You're not alone.

Job Description

Fundraising Team

Grant Manager

Estimated Time Commitment: Approximately 2-4 hours per week

Position Hierarchy: Persons in this position report directly to the Fundraising Director, and ultimately, to the Executive Director.

Position Requirements: Ability to write and converse in English. Ability to meet virtually via Zoom (account will be provided for you), ability to use email and shared drives through Google Teams.

Organization Purpose: All volunteers support the purpose and mission of the organization. OurPath's primary purpose is to provide peer-to-peer support for and healthy healing to people impacted by the discovery that their partner is LBGT+. We also aim to educate the public about the plight and needs of straight partners.

OurPath's three-prong **Mission** is:

- **REACHING OUT** to increase visibility of Straight Partners and accessibility to support.
- **HEALING** and empowering Straight Partners and Partners of Trans People to cope constructively.
- **BUILDING BRIDGES** between spouses, within families, and with the larger community through support, education, and advocacy.

Position Summary:

The Fundraising Team works to secure income to the organization in order to support our operations and outreach. The Grant Manager works with the Grants Sub-committee to target potential grant makers, and prepare the grant applications. They will also ensure compliance and supply feedback to the grant makers as necessary.

Detailed Description:

- Establishes knowledge of the desired grant goals and outcomes of the organization.
- Performs research on the best ways to obtain grants in our sector.
- Advises the Executive Director on areas of information that should be improved in order to gain best grant funding outcomes.
- Finds best potential matches for grant possibilities.
- Learns the grant history and practices of these grant-giving organization.
- Advises the Executive Director on how to best begin relationship building with potential organizations.
- Advises Executive Director on information that is needed from the org.
- Reviews information from Executive Director to ensure that it meets the grant-giving org's desired requirements to the best outcome.
- Assists on writing the actual grants.
- Assists in submitting the grants.
- Advises the Executive Director on how to proceed with any roadblocks.
- Walks the Executive Director through the grant receiving process and suggests ways to adhere to the grant giving organization's requirements.