

## Grants Team Manager—Volunteer Position

Dimensions Sciences is seeking a Grants Team Manager. Our mission is to assist early-career scientists from underrepresented communities with mentoring programs and scholarships to promote diversity in the sciences to further equity, international collaboration, and innovative research. We are a small, completely volunteer organization that needs your expertise.

### Job Responsibilities

- Lead a small team of grant writers, providing direction and managing the overall pursuit of grant opportunities
- Research and identify grant opportunities that further our mission and contribute to the sustainability of our organization
- Perform prospect research on foundations and corporations
- Lend assistance to grant writers as they conduct the full range of activities required to prepare, submit, and manage grant proposals to foundation and corporate sources
- Coordinate and follow up on the progress of submitted proposals
- Lead the proposal generation process and oversee responses to letters of inquiry and requests for application
- Set and maintain timelines to complete grant applications prior to the due date
- Contact appropriate people within the organization and/or conduct research to obtain responses to questions
- Maintain and add to library of reusable content

### Job Skills & Qualifications Required

- Project management skills
- Excellent writing skills
- Adherence to organizational branding and style guidelines
- Collaboration with and accountability to leadership
- Organizational skills and attention to detail

### Preferred

- Bachelor's degree in communication, journalism, or related/applicable area
- One year or more of experience in grant writing, proposals, and/or nonprofit work
- Previous experience leading a team