



Development & Grant Writing Manager Position Description

Do you want to feed hungry people? Are you committed to making the world a better place one box of food at a time? Are you a strategic achiever with a proven ability to translate impactful programs into compelling narratives that secure vital funding? Do you want to use your expertise in grant writing, event management, and leadership development to directly fuel the relief efforts for thousands of families in need? The Jewish Relief Agency (JRA) is seeking a Development and Grant Writing Manager to join our team in securing needed resources to sustain our mission. For 25 years, JRA has been bringing together individuals of all means, ages, and backgrounds to address our community's physical, social, and spiritual needs, satisfying our unique desire to do *Chesed*, while taking care of each other and doing good in the world. Built on the foundation of our monthly food distribution, our programs relieve the pangs of hunger, bring meaning to our recipients and volunteers, and build a caring and connected community. We are looking for an ambitious professional who can champion our cause and ensure our dedicated network of over 10,000 volunteers can continue packing and delivering food and critical supplies to 3,200 households each month throughout Greater Philadelphia. This role is perfect for a mission-driven professional ready to grow while making a quantifiable difference by driving philanthropic growth.

The Development and Grant Writing Manager is responsible for securing financial resources through expert grant writing, managing a portfolio of foundation relationships, executing successful fundraising and stewardship events, and overseeing our young adult Leadership Academy, which trains the next generation of leaders for JRA.

Key Responsibilities

A. Grant Writing & Management (Approx. 45%)

- Write, edit, and submit compelling and high-quality grant proposals, letters of inquiry, and applications that align with JRA's programs and funding priorities.
- Maintain a robust grant calendar to ensure the timely submission of all proposals and reports.
- Manage all post-award activities, including budget reconciliation, tracking deliverables, and preparing accurate and persuasive interim and final reports.
- Conduct comprehensive prospect research to identify new funding opportunities that match JRA's mission and current needs.
- Cultivate and steward strong, long-term relationships with program officers and foundation staff.

B. Event Management & Fundraising Support (Approx. 40%)

- Manage the logistical planning and execution of key fundraising, cultivation, and stewardship events (e.g., primarily JRA's annual gala, with other events as needed)
- Coordinate all aspects of events, including venue selection, vendor management, invitation design/ mailing, attendee tracking, and on-site execution.
- Work closely with the Senior Leadership team to ensure consistent branding and messaging across all event materials and communications.
- Assist in the creation of sponsorship proposals and ensure the fulfillment of all sponsor benefits.
- Oversee event budgets to ensure fiscal responsibility and maximum ROI.

C. Leadership Development (Approx. 15%)

- Oversee and implement JRA's Leadership Academy- a 6-session, monthly, interactive learning experience, designed to train the next generation of leadership for JRA.
- Plan sessions, recruit participants, ages 22-35, and implement the Leadership Academy curriculum.

3. Required Qualifications & Experience

- **A minimum of three (3) years of demonstrated professional experience** in successful grant writing, securing funds from foundations, corporations, or government agencies.
- **A minimum of three (3) years of experience** managing and executing fundraising or non-profit-related events.
- Bachelor's degree from an accredited institution.
- Familiarity with Jewish customs and Jewish traditions.
- Exceptional written and verbal communication skills, with an ability to tailor messages to different audiences (e.g., program officers, major donors, volunteers).
- Strong organizational and project management skills, with a proven ability to manage multiple priorities and meet strict deadlines.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and experience with a Customer Relationship Management (CRM) system (e.g., Salesforce, Raiser's Edge).
- A passion for and commitment to the mission of the Jewish Relief Agency.
- Must be able to lift 25 pounds.
- Must have access to a car and a valid driver's license.

Benefits and Salary

- Salary commensurate with experience, ranging between \$65,000 - \$70,000
- Comprehensive benefits package, including a 403b
- Generous package for time away from work, including vacation, sick time, and Jewish and Federal holidays

Next Steps

To apply, send your resume and a cover letter to jobs@jewishrelief.org. In the subject line of your email, please reference the position title and your last name. (*Example: Development and Grant Writing Manager_Rosenthal*)