

**Nepal Youth Foundation  
3030 Bridgeway, Ste. 325  
Sausalito, CA 94965**

**Job Description:**

Grants & Donor Communications Manager

**Working Hours:** 37.5 hours week, Monday-Friday. Availability to work occasional nights and weekends.

**Employment Status:** Exempt

**Reports to:** Director of Development

**Remuneration:** \$60K-\$64K

**Benefits:** PTO, Health and Dental, Flex Account

**The Organization:**

Nepal Youth Foundation (NYF) offers hope and opportunity to Nepal's most impoverished children by providing them what should be every child's birthright: Freedom, Shelter, Health and Education. Established in 1990, our goals are to:

- Increase access to education for children
- Improve the health of families and children
- Empower youth to achieve their potential
- Enable girls to receive equal treatment and education

[www.nepalyouthfoundation.org](http://www.nepalyouthfoundation.org)

**Job Summary:**

NYF is seeking an excellent, experienced writer to round out our team. From corporate and foundation grants, to donor-focused newsletters and high impact appeals via direct mail and email, the Grants & Donor Communications Manager is instrumental in meeting NYF's annual revenue goals.

This qualified individual will generate and submit proposals and reports to foundation funders, and provide written copy and hands-on management in producing NYF's online and print communications in collaboration with the CEO and DD.

Strong candidates will have excellent communication and writing skills, proven track record of writing successful grant applications and direct mail appeals, and a thorough understanding of communicating with various donor audiences.

Strong computer skills (particularly Word & Excel) are crucial, and experience with a CRM or donor database is ideal (but training is available). Business hours are typically Monday-Friday, with occasional nights and weekends.

**The job responsibilities include:**

**Grant Writing & Prospect Research**

- Contributing to overall strategy for inspiring institutional funders to invest in NYF
- Researching & tracking prospective funders that align with NYF's program goals
- Managing and conducting the full scope of grants-related activities, including: generating persuasive letters of intent, proposals, acknowledgement letters, and reports
- Managing application and reporting schedules to comply with individual funder requirements, and communicating these in a timely manner with NYF staff and finance team in order to meet all deadlines
- Maintaining and updating organization documents (i.e. program summaries, organization history, staff biographies, financials, etc.)
- Supporting the CEO and DD in monitoring the annual fundraising plan for foundation and corporate revenue
- Maintaining grants calendar, electronic and hard copy files, and records to include all relevant grant-related information
- Ensuring that all application and report deadlines are met, and that all written materials contain accurate and relevant data
- Providing regular updates and reports on upcoming deadlines and progress toward goals

**Direct Mail & Donor Communications**

- Persuasively communicating the organization's mission, programs, and impact to various audiences to help retain and build donor base
- Creating annual Communications Calendar and maintaining project schedules in collaboration with the Nepal team
- Providing written copy and hands-on management in producing online and print communications in collaboration with the CEO and DD; including but not limited to Direct Mail Appeals, Annual Report, Emails, and Newsletters
- Preparing strategic donor communications including letters and reports to key individual funders
- Assisting in the generation of stories and content for use in all NYF publications, including gathering of source documents, background research, and fact checking
- Coordinating work and production schedules with NYF staff, outside vendors, and creative consultants; maintaining NYF publication archives
- Organizing and maintaining photo/graphic archives, including; selecting photos for NYF publications; fulfilling photo/graphic requests from outside parties;

assisting NYF staff with photo/graphic needs; and managing interactions with photographers and graphic designers

- Collecting information for media as requested; writing press releases and managing online newswire services; tracking and reporting on media coverage; and maintaining archives of media coverage

### **Administration**

- Maintaining various databases with funder contacts, deliverables, and deadlines
- Generating reports for the Finance and Development team as needed
- Responding to phone and email inquiries and assisting with various office tasks

### **Events**

- Assisting with production tasks for events; managing and producing event communications and collateral

### **Experience and Qualifications**

- Bachelor's degree preferred. At least two years professional grant writing and direct mail experience
- Demonstrated success in securing grant awards, with an exceptional ability to write powerful narratives
- Excellent attention to detail with an ability to generate letters, grant proposals and reports that are virtually error free
- Outstanding written and oral communication skills (strong grammar, proofreading, and fundraising-focused writing)
- Excellent prospect researching skills preferred
- Highly organized and able to manage multiple tasks under pressure of deadlines
- Motivated, punctual, and capable of working collaboratively in a small team
- Ability to maintain a positive working relationship with staff, consultants, and donors
- Demonstrated office experience, managing and communicating information quickly and accurately
- Strong computer skills (particularly Word & Excel), and experience with a donor database (ideally Raiser's Edge or eTapestry) is preferred
- Availability to work occasional nights and weekends

### **To Apply**

If you are interested in this position, please submit a cover letter and resume electronically to [Julie@NepalYouthFoundation.org](mailto:Julie@NepalYouthFoundation.org) with the Subject Line: Grants & Donor Communications Manager.