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## Grant Manager

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### Our Mission

The Bridge for Youth (BFY) centers youth voice, justice, and equity in all we do, and empowers youth experiencing homelessness through safe shelter, basic needs, and healthy relationships.

### Our Values

*Patience* – We give space for youth to make decisions on their own timeline in their own way.

*Love and Caring* – We believe in acceptance, empathy, and non-judgement.

*Communication* – We engage in intentional dialogue to understand each other's truths.

*Integrity* – We actively learn, grow, and change to align our actions in equity and justice.

*Co-Creation* – We seek connection to amplify the voice of youth and each other.

*Community* – We stand together for youth and for each other.

### Our Commitment to Racial Justice & Equity

### Position Overview

For over 50 years, BFY has been at the forefront of addressing youth homelessness in Minnesota, positively impacting the lives of the most vulnerable youth in our community, through youth-centered and culturally-responsive programs that offer a pathway out of homelessness, including the most marginalized – minors, BIPOC, LGBTQ+, young families, and SEY.

The Grant Manager plays a key role in the execution and success of the BFY annual development plan and strategy of family, community, and corporate foundations, as well as grants and government funding. As a member of the management team, the Grant Manager is responsible for prospecting grant opportunities, as well as researching eligibility and alignment of funder priorities. The Grant Manager tracks, writes, and submits timely proposals and reports that support organizational strategic goals, as well as leads the coordination of all aspects of grant proposals/reports and the contributions required of evaluation, program, finance, and HR teams.

### Position Information

<b>Position:</b> Grant Manager	<b>Job Type:</b> Full-time; 1.0 FTE
<b>Classification:</b> Exempt	<b>Reports to:</b> President
<b>Posting Date:</b> 7/30/25	<b>Closing Date:</b> Open Until Filled
<b>Compensation:</b> \$62,000 - \$72,000 annually <i>The Bridge for Youth utilizes an equitable &amp; competitive compensation program and salary structure that includes regular Cost of Living Adjustments and raises. For this position, the salary range is \$62,0000 - \$72,0000 annually, depending on experience. This salary is non-negotiable beyond this range to counter pay inequality and uphold internal parity for salaries.</i>	
<b>Location:</b> Remote in Minnesota	
<b>Working Hours:</b> Flexible business hours; but may vary based on organizational needs; occasional evenings and weekends	

### Benefits Information

- Competitive health, dental, vision, and ancillary benefits.
- Company-paid life insurance and long-term disability.
- 403b (immediate contribution & vesting) with up to 4% match after one year of employment.
- Up to 4 weeks of PTO first year of employment, in addition to 15 paid holidays.
- Pet friendly.

### We ask all staff to:

- Lead within a framework of agency values, philosophies, and goals, including team commitment and cooperation across BFY services and programs.
- Emulate and enthusiastically promote the organizational culture as defined by the identified values statements and racial justice and equity opportunities of BFY.
- Lead in building upon and strengthening a culture of establishing and nurturing relationships.
- BFY believes in team, collaboration, and constantly developing a supportive and caring environment for each other. Sometimes we are asked to lean in above and beyond our position description and we enthusiastically do so.

### Key Responsibilities

- Prospect and identify new sources of grant funding, including community, family, and corporate foundations
- Monitor and document new and existing grant eligibility, funder priorities, timelines, and contacts
- In collaboration with the Development team and the President, maintain proactive, strong, and impactful relationships with funders and their staff and/or advisors
- Support organizational leadership and the President in maintaining annual grant workflow, including tracking necessary grant making timelines and activities
- Maintain an agreed upon grant tracking system with grant activity, goals, and achievements for secured, pending, & proposed grant applications and reporting deadlines
- Manage project management system with the intent to monitor timelines, tasks, and collaborators
- Coordinate grant writing team including Finance, Evaluation, Human Resources, and Program in order to submit a competitive and timely application
- Write, submit, and manage competitive and timely grant proposals and reports in accordance with RFP's and requirements of public & private funding sources
- Assure attention to detail and the ability to meet internal and external deadlines
- Uphold excellent communication and listening skills; including compellingly articulating the mission, vision, programs, values, and impact of BFY with current and prospective funding sources
- Collaborate with and support the contract team where needed
- Work in collaboration with the Development team in activities that build a wide network of support for BFY
- Prepare and submit weekly and monthly status activity reports of grant writing and research activities
- Additional duties as assigned

## Qualifications/ Required Skills

### Required

- 3+ years professional grant writing experience, including preparation and management of grants in a mission-driven humans services/nonprofit organization
- Demonstrated track record of writing six-figure funded proposals
- Success in coordinating the activities of internal teams which leads to funded proposals, i.e. evaluation, program, finance, and human resources
- Must be highly organized and able to multitask, manage competing priorities and deadlines
- Outstanding written and verbal communication skills; and demonstrated ability to communicate effectively with internal and external stakeholders
- Proficiency with Microsoft Office Word, Excel, Planner, Outlook, and Teams; experience with donor management and project management software required; experience with uploading grants into funder grant portals
- Strong organizational, administration and analytical skills, and ability to meet deadlines
- Knowledge of funding sources and community resources available to support mission of BFY
- Commitment to advancing youth voice, racial justice, and equity
- Ability to build and maintain positive and productive working relationships
- Must be 21 years of age or older
- Must not have been a resident of any BFY program within the last three years
- Must clear a background check
- Must have a valid driver's license, satisfactory driving record, and insurance limits of \$100,000 per person/\$300,000 per accident
- Must have access to reliable high-speed internet and the ability to office remotely
- Must be able to occasionally travel to BFY offices for meetings and other business needs

### Preferred

- Lived experience similar to the youth served by BFY
- Bachelor's or associate's degree in non-profit management, marketing, communications, business, or related field

## To Apply

Submit cover letter, references, and resume to [resume@bridgeforyouth.org](mailto:resume@bridgeforyouth.org)

*The Bridge for Youth is an Equal Opportunity Employer committed to embracing diversity and individuality, and opposed to practices which discriminate on basis of race, gender, sexual orientation, religion, handicap, disability, age, or nationality. We apply this policy of unbiased consideration not only to our hiring process, but also to recruitment, promotion, transfer, compensation, layoff, and termination. We are further committed to taking affirmative action to ensure our employment opportunities are accessible to individuals who meet the qualifications conducive to available positions, and we encourage all interested jobseekers to apply. EEO/AA.*