

Job Title: Director of Grants & Philanthropic Partnerships
Industry: Internet/Online/Media
Benefits: 403B, Health, Dental/Vision
Schedule: Fulltime, Monday-Friday
Job Location: Remote
Salary: \$65k to \$85k, with annual bonus opportunity

70 Faces Media, the largest and most diverse Jewish digital media company in North America, is seeking an experienced and skilled grants writer and researcher to join the team as **Director of Grants & Philanthropic Partnerships**. This is a challenging role for someone capable of taking full responsibility for grants management of a multi-million-dollar portfolio.

The Position:

The Director of Grants & Philanthropic Partnerships will play an integral, mission-critical role, managing and helping to grow a sophisticated grants portfolio that currently totals approximately \$3.5 million in annual support.

To grow our base of support, the Director of Grants & Philanthropic Partnerships will take part in identifying new sources of institutional funding while managing our current grants calendar and producing all of the required applications and reports. The top responsibility of the Director of Grants & Philanthropic Partnerships will be to develop compelling goal-based proposals and data-rich reports with a cohesive narrative structure, while effectively integrating information and feedback from Senior Management and staff across multiple departments. The Director of Grants & Philanthropic Partnerships will search for new institutional funding opportunities while working with the CEO and VP of Development to maintain ongoing communications with our institutional partners. The position reports to the VP of Development.

Who You Are:

- You're a clear writer who knows how to craft a compelling narrative.
- You're good at asking questions and integrating information and feedback from multiple stakeholders.
- Juggling – and meeting! – multiple deadlines is natural to you.
- You have a deep understanding of how philanthropy in general and foundations in particular work.
- You're excited by 70 Faces Media and eager to join a team of collaborative, mission-driven colleagues.

Job Responsibilities:

- Manage all aspects of grants calendar
- Prepare proposals and reports which respond to funders' goals, outlines, formatting requirements and evaluation criteria.
- Work collaboratively with program and finance staff to develop proposals that include program structure, staffing and budget.
- Conduct research and assemble data and reference materials to support proposals and reports.
- Communicate regularly with funders and help create materials and initiatives that reflect an energetic approach to cultivation and stewardship, with a focus on each individual organization's reporting and metrics requirements.
- Learn basic reporting in Google Analytics and Facebook Analytics, along with other evaluation tools, to support drafting of proposals and reports.
- Grow the donor prospect pipeline by identifying new sources of institutional support through research.
- Work with the entire staff to establish and promote an increased focus on fundraising.
- Help manage the donor database (with administrative support).

Desired Skills and Experience:

- 5+ years professional experience in grant writing and reporting with a proven track record of success
- Excellent interpersonal, verbal, written and digital communication skills
- Familiarity with, or quick ability to learn, reporting and metrics systems, including Google Analytics
- Experience with donor databases
- Ambition and capacity to learn about digital media and online publishing
- Ability to multitask and manage multiple projects and priorities
- Self-starter and independent worker, while also being a team player
- Integrity to handle confidential materials

About 70 Faces Media:

70 Faces Media is a mission-centric non-profit that publishes six brands that educate, engage, and connect people to Jewish knowledge and Jewish community: the Jewish Telegraphic Agency, My Jewish Learning, Kveller, Hey Alma, The Noshier and the New York Jewish Week. Those brands welcome a combined 3 million+ users per month to their websites, while serving 300,000+ regular email subscribers. This is a time of momentum for 70 Faces Media, which is increasingly viewed as being on the forefront of creating infrastructure for Jewish engagement online, and adopting innovative content and marketing strategies for reaching diverse audiences. This dynamic, fast-moving organization now employs a growing, 45-person team, with scores of freelance contributors across North America and around the world.

We Encourage You to Apply:

At 70 Faces Media, we value diversity, and we encourage all to apply. We do not discriminate on the basis of race, religion, color, gender expression or identity, sexual orientation, national origin, citizenship, age, marital status, veteran status, disability status, or any other characteristic protected by law.

How to Apply:

To apply for this position, please send a resume and cover letter to devjobs@70facesmedia.org with “Director of Grants & Philanthropic Partnerships” in the subject line.