



## **Grant Writer & Foundation Relations Manager Job Posting**

### **About Boston Scores**

Boston Scores is a 501(c)3 nonprofit that delivers free after school and summer learning programs for urban students in grades K-12 that combine soccer with classroom-based poetry and service-learning into a cohesive whole-child enrichment program.

Boston Scores is one of 11 affiliates of the America SCORES network, a World Cup 1994 Legacy Program active in cities across the United States and Canada. Founded in 1999, Boston Scores today serves nearly 1,500 students each year on 60 school-based teams in the Boston Public School system. In 2024, Boston Scores opened a new headquarters, multi-field soccer park & coach-mentor education center in East Boston where we deliver programs year-round and prepare for rapid growth over the next 5 years to meet the growing needs in Boston.

More info: [www.bostonscores.org](http://www.bostonscores.org)

### **About This Position**

Reporting to the Chief Development Officer, the Grants & Foundation Relations Manager is an integral part of our 5-person Development team with a focus on grant writing, foundations relations and curation and analysis of program outcome & demographic data. We are currently operating in a hybrid work environment in a newly renovated space in East Boston. Staff are expected to work in the office 2-3 days per week and may work remotely 2-3 days at this time.

### **Job Responsibilities**

- Write grant applications for foundations, corporations and government funding sources.
- Complete and submit mid-year & final grant reports as required by foundation funders.
- Collaborate with the Chief Development Officer to set foundation revenue targets and prioritize application opportunities.
- Collaborate with the Chief Program Officer to match funding opportunities with program needs and to ensure that the program team's data collection efforts match grant report requirements.
- Collaborate with the Chief Administrative Officer to assemble budgets for grant applications and reports.
- Maintain an annual master grant management calendar that includes all Letter of Intent, Application, Award Notification & Mid-Year Reporting deadlines for funders and prospects.
- Analyze and package high level summaries of program outcome data, organizational demographics and survey results to make the best case for support.
- Curate a library of outcome data, demographics, mission & vision statements, organizational history and other boilerplate content to address frequently asked application questions.

- Build and deepen relationships with foundation funders through one-on-one inquiries and check-ins, invitations to tour our headquarters, and attending meet-the-funders events.
- Network and perform research to identify new potential sources of grant-based funding.
- Support fundraising events (occasional weekends and evenings will be required).
- Other duties as assigned by the Chief Development Officer.

#### **Desired Skills and Qualifications:**

- Bachelor's degree
- 2+ Years of non-profit development and/or grant writing experience
- Be excited about Boston Scores' mission and programs and its current growth opportunity
- Excellent professional writing and proofreading skills
- Strong research skills, both to target funding prospects and to improve the content in grant submissions
- Commitment to Asset Framing as a narrative model, emphasizing the strengths and aspirations of our constituents before noting challenges or deficits they may face
- Excellent organizational and time management skills. Comfort using project management software to manage workflows, prioritize, stay focused and meet deadlines
- A team player who is flexible and adaptable to changing priorities, such as short notice funding opportunities
- Proficiency with Microsoft Office suite, Google docs, and familiarity with database environments
- Comfortable receiving feedback from supervisor and colleagues who may be called upon to review grant language before submission of applications

#### **Compensation & Environment:**

- Competitive salary, based on experience (\$54,000 - \$60,000)
- Generous benefits & paid time off package including; 100% employer sponsored Health, Dental, Vision, Life Insurance and Long Term Disability insurance. 401K plan with employer match (eligible after 1 year). 15 days PTO (incrementally increases to 30 days PTO with continued tenure) 10 paid federal holidays, & approx 1.5 weeks leave during winter shutdown break
- Inclusive and supportive workplace culture of 15 full-time staff and several part-time team members
- Currently operating in a hybrid work environment from our newly opened East Boston headquarters with flexibility to work remotely 2-3 days per week

Boston Scores is committed to recruiting and maintaining a diverse staff; individuals from all backgrounds are encouraged to apply. Boston Scores does not discriminate on the basis of race, color, ethnicity, religion, gender identity, sexual orientation, national origin, disability, age, marital status, veteran status, pregnancy, parenthood, or any other basis prohibited by applicable law.

#### **To Apply**

Please email your resume and cover letter to our Chief Development Officer, Andy Crossley: [andy@bostonscores.org](mailto:andy@bostonscores.org)