



# Special Gifts and Grants Manager

*Detroit, Michigan*

## About Mothering Justice

Mothering Justice is a statewide project in Michigan dedicated to empowering mothers of color to influence policy on behalf of themselves and their families. Through advocacy, leadership development, voter empowerment, and promoting family-friendly advocacy, Mothering Justice raises the voices of mothers and helps them become policy shapers. The overall goal of the organization is to have a well-organized group of mothers that can engage fellow parents and lawmakers around a variety of issues that affect working families.

For more information on Mothering Justice, visit [www.motheringjustice.org](http://www.motheringjustice.org).

## Job Description

Since 2017, Mothering Justice has grown significantly from a team of five to over twenty staff members and is expanding its impact nationally. To support this growth, Mothering Justice is seeking a **Special Gifts and Grants Manager** to assist in the funding efforts of Mothering Justice. The **Special Gifts and Grants Manager** serves as the support to the Fund Development Director and Mothering Justice Founding Director for the administration of matured planned and complex gifts and grants to ensure that Mothering Justice's mission-driven daily operations are run effectively and in accordance with the established goals, objectives, and timeframes.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following with other duties which may be assigned:

- Works with the Fund Development Director and the Founding Director to record, prepare, and process daily receipts of payments.
- Performs records management for administrative records and supports the Fund Development Director with records management and organization of files pertaining to Funds and planned gifts.
- Inputs and updates gift records accurately. Collaborates with the Operations and Finance team for donor reporting.
- Coordinates the full range of activity required to administer matured planned gifts including status through the initial process communications with attorneys, trust officers, and personal representatives, tracking accountings of gifts.
- Coordinates signing/notarization for all documents requiring the Founding Director's signature. This includes the printing of acknowledgment letters.



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- Take primary responsibility for the timely processing of approved grants using the grants management database, including requesting checks, preparing initial drafts of cover letters and grant agreements for review, and generating transmittal and funds acknowledgment letters.
- Take the lead in ensuring the accuracy and completeness of each organizational and grant record; upload, purge, maintain, and archive electronic and paper files of all grant documents.
- Pull and analyze reports and grant data from the database as needed.
- Work to enhance, streamline, and improve grants management processes, improve the functionality and user-friendliness of the grants management system, and increase efficiency in the use of staff time.
- Work collaboratively with the Operations and Finance team to ensure complete and accurate records of all grants.
- Communicate grant administration guidelines and policies to staff, grantees, and applicants as needed.
- Maintains positive relationships with internal and external constituents.
- Maintains confidentiality of financial, contract and donor information.
- Promotes a positive and appropriate image of Mothering Justice through interactions and warmly greets Donor Services callers and accommodates their needs.
- Continuously improves processes by being attentive and analyzing processes and implementing changes.
- Prepares correspondence for distribution to a variety of internal and external audiences.
- Has excellent communication skills, both verbal and written as well as interpersonal skills and customer service with all internal and external constituents.
- Ability to adapt and learn so to remain competent and current with best practices.
- Works well collaboratively as well as independently with little or no supervision.
- Well organized, flexible, and enjoys the administrative challenges of supporting an office of diverse people and programs.



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## REQUIRED KNOWLEDGE AND EXPERIENCE

### QUALIFICATIONS:

- Two to five year's professional development and fundraising, public relations, business, marketing, or related field experience.
- Experience and contacts in Wayne County are a plus.
- Advanced PC skills and expert proficiency in Microsoft Office Suite (Donor database experience desirable).
- Desire to work as part of a team and willingness to promote the principles and views of Mothering Justice.
- Ability to work with minimal supervision – self-motivated & confident
- Ability to handle multiple projects simultaneously.
- Ability to work well with people from all backgrounds with varying degrees of experience.
- Ability to inspire, train, motivate, challenge, and supervise volunteers.
- Confident in public speaking and able to express ideas verbally and in writing.

The salary range for this role is expected to be \$45,000 - \$55,000 per year, with an actual salary commensurate with experience.

### How to Apply

Please send resume and cover letter to [hr@motheringjustice.org](mailto:hr@motheringjustice.org). Please put your name and "MJ Special Gifts and Grants Manager" in the subject line. Applications will be reviewed on an ongoing basis.

**Mothering Justice is an equal opportunity employer that values diversity. We do not discriminate in employment based on an individual's race, socioeconomic status, national origin, color, disability, religion, gender, age, marital status, sexual orientation, or gender identity and encourage all candidates to apply.**