

Grant Manager Job Description

Organization: Westminster Economic Development Initiative, Inc. (WEDI)

Position Title: Grant Manager
Program Name: Development
Supervisor: Director of Operations

Location: Office at 436 Grant Street, Buffalo, NY 14213 with neighborhood travel to local small businesses. Organization Mission: WEDI's mission is to strengthen communities through a continuum of educational and financial resources, removing systemic barriers to economic equity for all Western New Yorkers.

Organization Overview: Since 2007, WEDI has served the City of Buffalo by tutoring children, building and rehabbing housing, and developing businesses through training, microlending, and a small business incubation. We primarily work with refugees, immigrants, and low-income individuals with programs and services tailored to these communities. We have over 350 people interested in small business services with over 80 operating business startups and over 50 loans disbursed.

Websites: www.wedibuffalo.org / www.westsidebazaar.com

Phone Number: 716-393-4088

The Grants Manager supports the senior leadership team in managing a pipeline of prospective funders aligned with WEDI's priorities. Funders include individual donors, foundations, government agencies, and corporations. This role implements fundraising and grants management efforts, primarily through grant-seeking and implementation. The Manager works closely with leadership and program staff to assess and address fundraising needs. This position offers a dynamic range of activities focused upon the diverse elements of WEDI's unique mission, and will require exceptional writing, administrative, and people-focused skills as well as an enthusiasm for teamwork and self-directed exploration of funding opportunities.

Essential Duties and Responsibilities Grant

& Fund Development:

- Grants Management: Implement all aspects of the grants management process, ensuring timely and successful submission of proposals, reports, and other required documentation. Maintain accurate records, update grants management dashboard, and track deadlines. Ensure accurate demographic and program data and develop evaluation systems for program success.
- Grant Writing: In close coordination with senior leadership, lead grant-writing efforts,

VISION

All residents of Western New York can succeed and thrive in a culturally inclusive community.

MISSION

WEDI strengthens communities through a continuum of educational and financial resources, removing systemic barriers to economic equity for all Western New Yorkers.

including scanning for opportunities, coordinating submissions, and strengthening relationships with foundations and other funders. Monitor opportunities to diversify funding and support mission-aligned programs.

- Internal Collaboration: Coordinate with internal teams to manage grant-related tasks, communicate updates, and ensure project completion. Initiate project meetings, participate in annual development planning, and maintain grant award compliance.
- Funder Relations: Assist in cultivating and stewarding relationships with foundations and other institutional funders. Conduct research to identify prospects and ensure recognition in line with grant policies.
- Event Support: Assist in planning and executing fundraising events and securing sponsorships.
- Data Management: Play a key role in maintaining accurate and up-to-date grant records in NetSuite software; design and pull reports as needed to achieve targeted objectives and maintain a strong understanding of trends.

Communications:

- Content Management: Stay updated on WEDI's programs and priorities through regular staff interaction and contribute ideas for effective messaging and communications.
- Event Promotion: Collaborate with the team to organize and promote events and campaigns that align with the organization's mission.
- Engagement: Engage in community outreach activities and collaborate with internal teams to develop content, stories and testimonials.

Other Duties:

- Collaborate with program leaders to track and aggregate demographic information regarding people served by WEDI programs.

The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive. Employees are required to follow appropriate supervisory direction, be flexible, and perform other related duties as required.

Education and Experience:

- Bachelor's degree in related field such as English, Communications, or Journalism from an accredited higher education institution preferred. Minimum of 2 years of successful grant experience with foundations and institutions, event experience and demonstrated success with major local funders.



- Strong relationship builder and communicator with experience working with diverse teams, engaging community partners, and collaboration on a leadership team.
- Exceptional organizational skills and comfort working in a SharePoint environment.
- Demonstrated skill in crafting compelling and substantive written material that appeals to the interests of funders.

Physical Demands/Work Environment:

The physical demands/work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk, hear, stand, walk, use hands to type and/or perform lifting up to 50lbs. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. The noise level in the work environment is usually quiet.

Salary & Benefits:

This full-time position offers a pay rate of \$20/hr - \$25/hr based on experience. You'll be eligible to participate in our insurance plans, with WEDI contributing base amount to health insurance. Enjoy generous vacation and sick time, as well as 14 paid holidays throughout the year. Flexible hours, ensuring a great work-life balance. Additional benefits include:

- Health Insurance
- HSA participation
- Dental Insurance
- Vision Insurance
- Life insurance
- Simple IRA with up to a 3% match, once eligible
- Supplemental insurance options

Public Service Loan Forgiveness (PSLF) Eligibility: Employees of government or 501(c)(3) organizations may qualify for federal loan cancellation under the PSLF program. Check the Important Notice for Employees with Student Loan Debt to determine eligibility and learn how to apply. Visit StudentAid.gov for more information.

WEDI provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

We are looking for people who share our community-driven vision. If you are interested in applying, please send a resume and cover letter to jobs@wedibuffalo.org. We look forward to hearing from you!