



**MORE THAN NEW OUTFITS.  
NEW OUTLOOKS.**

## Grants & Content Manager Job Description

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### **Summary:**

Shoes and Clothes for Kids (SC4K), established in Cleveland in 1969, is a non-profit organization dedicated to improving K-8 school attendance by eliminating the lack of appropriate clothing, shoes, and school supplies as barriers. The organization is seeking a passionate, knowledgeable, and experienced professional to develop content for grant proposals and reports, organization and recipient story-telling for various stakeholder audiences (funders, donors, volunteers, board members, and general public, etc.) to join our team and advance the mission of SC4K.

More information about SC4K programs and their impact can be found at [www.sc4k.org](http://www.sc4k.org).

### **Grants & Content Manager Responsibilities:**

#### Grants Management (65%)

- Develop and execute a comprehensive plan in coordination with the Senior Development Manager to generate revenue from foundations, corporations, federal/state/local governments, and other grant-making organizations through content that persuasively communicates SC4K's mission and programs to potential funders.
- Conduct prospect research to identify new funding sources.
- Research, assemble relevant information, write, and submit compelling grant letters of interest, proposals, and reports, specific and accurate in their description of program activities and outcomes to help SC4K meet its fundraising goals.
- Serve as the primary SC4K relationship manager for grant funders.
- Maintain a calendar of submissions, reports, and deadlines related to all elements of grants management.
- Catalog and communicate funding guidelines to colleagues to ensure SC4K is complying with funders' expectations.
- Enter and maintain all relevant information in a timely manner in SC4K database (Little Green Light) to assure funder records are complete and accurate.
- Prepare and present development reports for meetings and as requested
- Other duties as assigned

#### Storytelling and Content Development (30%)

- Work with program staff to identify, interview, and compose stories that capture first-person perspectives from students, teachers, school leaders, partners, volunteers, and donors for newsletters, marketing materials, website, and social media.
- Maintain a story bank of relevant story leads, ideas, and testimonials.
- Collaborate with the Senior Development Manager to understand the relevant personal testimonials to be captured that reinforce our messages and calls-to-action (register for events, sign up to volunteer, become a donor, etc.)
- Assist staff in scripting remarks for fundraising event programs and create post-event recap stories for fundraising events (2-3 per year).
- Draft and support as needed for public relations communications including but not limited to op-eds and press releases.

- Develop content for marketing and communication materials for brochures, fact sheets, special events, fundraising, and outreach efforts to engage a broad range of target audiences across multiple outlets (print, online, social media).
- Coordinate organization-wide communications to ensure consistency and clarity.
- Stay connected to program changes and routinely collaborate with colleagues, volunteers, board, and stakeholders to create updates to standard proposal language that best reflects SC4K's programs and impact.
- Provide content for appeals, campaigns, special events, etc.
- Write and distribute solicitation and acknowledgment letters.
- Other duties as assigned

#### Other (5%)

#### **Position Requirements:**

The Grants & Content Manager is a full-time position that reports to the Senior Development Manager. Some evening hours and weekend days are expected. A Bachelor's degree in English, Communications, or related field is required, along with at least 2 years of experience writing proposals, reports, etc.

The ideal candidate will be/have:

- Exceptional research, writing, and editing skills.
- Writer of vibrant, clear, concise, and inspiring prose.
- Compelling storyteller and ability to articulate SC4K's mission.
- Strong relationship builder, who can manage the trust and confidence of the diverse storytellers (partners, volunteers, students, school staff) whose perspective we're sharing.
- Highly organized, values details and accuracy, able to keep accurate and detailed records, demonstrates good judgement, collaborative, and feels a strong sense of ownership and autonomy over her/his portfolio of work.
- Ability to effectively manage multiple projects simultaneously while meeting required deadlines.
- Able to work independently and proactively without daily instruction is critical but must display teamwork and conflict-resolution skills.
- Ability to collaborate effectively with both on-site and remote resources, including staff, board members, volunteers, and donors.
- Success with utilizing technology and using it to gain efficiencies.
- Have high-level proficiency with database management (Little Green Light a plus), Microsoft Office (Excel, OneDrive, Outlook PowerPoint, & Word), social media, and online fundraising software (GiveSmart a plus).

#### **Compensation:**

\$50,000 - \$60,000 annual salary range, based on experience

**For consideration, please email your cover letter, resume, and two (2) writing samples that demonstrate your ability to communicate according to the requirements listed above to Linda Mangosh, SC4K Human Resources Committee Chair, at [hr@sc4k.org](mailto:hr@sc4k.org) with the subject line: Grants & Content Manager Application.**