

Grants & Communications Manager (Full-Time* or Part-Time Position)
South Asian Youth Action (SAYA)

Have you been called a gifted writer? Are you interested in a career in philanthropy? As the Grants & Communications Manager at South Asian Youth Action (SAYA), you can hone the art of writing in a purpose-driven way while developing professional skills transferable to any setting. SAYA is committed to providing its employees opportunities for growth and room for creativity in a supportive community environment.

SAYA: Belong. Grow. Thrive.

Organization Description:

South Asian Youth Action (SAYA) is a 501(c)3 youth development organization in New York City for students in elementary school through college. Our mission is to foster a strong sense of belonging in youth and provide them with tools to thrive academically, professionally and personally. Established in 1996, SAYA has grown into a \$3.9 million organization currently running programs at nine NYC schools, our community center in Elmhurst, Queens, and a library in Kensington, Brooklyn.

While South Asian-focused, SAYA is secular, inclusive and committed to connecting youth from all backgrounds to opportunities. Many of our youth are first- or second-generation immigrants and face challenges that can hinder their chances to be academically successful, graduate high school and go to college. SAYA provides an accessible, safe and culturally affirming space for all youth and offers mentorship beyond the classroom so they confidently grow into engaged community members ready for college, career and personal success.

Position Summary:

The Grants & Communications Manager will regularly research, identify and write proposals, as well as manage the grant development process, for prospective foundation, government and corporate opportunities. Along with the Executive Director and Director of Development & Communications, they will be part of the core team responsible for expanding SAYA's foundation and corporate giving base. Additional responsibilities include writing and updating different communication materials as needed, including website text and social media posts. We are looking for a gifted and versatile writer who is passionate about all forms of written communication and sees them as opportunities to bring SAYA's work to life for a variety of stakeholders.

Reports to: Director of Development & Communications

Compensation: Commensurate with experience and qualifications.

Key Responsibilities:

- Research prospective funding opportunities and partnerships;
- Manage grant proposal and report development process, including setting timelines, gathering and synthesizing appropriate information from various departments including Finance and Program, and ensuring appropriate review and signoffs prior to submission;
- Write compelling foundation, government and corporate grant proposals, letters of inquiry, follow-up correspondence, interim and final reports, and acknowledgment letters;
- Craft a variety of donor communication materials including brochures and annual reports, newsletters, youth profiles, website copy and social media posts;

- Collaborate with program staff to accurately describe SAYA's program design and outcomes;
- Ensure that all grants requirements are regularly communicated to relevant departments;
- Stay up-to-date on grant making and philanthropic trends;
- Play an active part in annual fundraising planning and goal setting;
- Provide assistance with public relations and special events.

Qualifications:

- Bachelor's degree plus 2-5 years of grant writing experience with a record of successfully funded grants;
- Strong writing and oral communication skills;
- Demonstrated ability to conduct research and synthesize information from a variety of sources;
- Strong social media skills;
- Capacity to work on multiple projects under tight deadlines;
- Ability to work independently and as part of a team;
- Knowledge of Blackbaud Raiser's Edge and NetCommunity a plus.

Key Competencies:

Ideal candidate will excel in the following areas:

1. Written communications: The candidate will be a strong writer and gifted storyteller who is able to create compelling materials about SAYA's work and mission for diverse audiences.
2. Project management: The candidate will be comfortable managing multiple grant processes in varying stages simultaneously and see them through from start to finish. They will have strong attention to detail and the ability to work under tight deadlines.

To Apply: Send cover letter with salary requirements, resume, and one writing sample to careers@saya.org. **Applications submitted without writing samples will not be considered.** No phone calls please. Only candidates considered for an interview will be contacted.

Position available immediately.

SAYA is an Equal Opportunity Employer.

* If applying for a full-time position, salary will be based on industry standards and the candidate's experience and qualifications. SAYA currently offers a 100% employer sponsored health insurance plan and elective dental and vision insurance plans at the employee's cost; 10 SAYA holidays; 25 Paid Time Off days; ability to occasionally work from home; and flexible office hours if agreed upon in advance.