



BERKSHIRE SOUTH REGIONAL COMMUNITY CENTER

Grants Manager

Job Summary

Berkshire South seeks a strategic, highly organized, and collaborative Grants Manager to lead the full lifecycle of institutional fundraising. This position plays a critical role in sustaining and expanding programs including early childhood education, out-of-school time, youth development, health & wellness, aquatics, and community initiatives. This is an in-person position.

The Grants Manager will identify funding opportunities, develop compelling proposals, manage post-award compliance, and strengthen internal systems that ensure excellence in grant stewardship. This role works closely with program leadership, Finance, and Development to align funding strategies with organizational priorities and long-term growth.

Key Responsibilities

Funding Strategy & Prospecting

- Identify and pursue grant opportunities from foundations, corporations, state agencies, and federal sources aligned with Berkshire South's programs and strategic priorities.
- Maintain thorough knowledge of all program areas, including preschool, out-of-school time, summer camp, aquatics, wellness, and community partnerships.
- Research emerging funding streams and cultivate multi-year funding strategies.
- Develop and manage a comprehensive grant calendar.
- Facilitate internal meetings with program leaders to assess funding needs and readiness.
- Contribute to organizational funding strategy and partnership development.

Proposal Development & Submission

- Write compelling, data-driven grant proposals and narrative sections that reflect Berkshire South's impact and community reach.
- Coordinate collection of required documentation, data, budgets, letters of support, and partner materials.
- Partner with Finance and Development to ensure budgets are accurate, compliant, and aligned with program implementation plans.
- Oversee internal approval processes and ensure timely, accurate submissions.

- Maintain complete and organized grant records and tracking systems.
- Monitor proposal pipelines and funding projections.

Post-Award Management & Compliance

- Communicate funding decisions and next steps to leadership and program staff.
- Review award agreements and support contract negotiations when needed.
- Ensure timely submission of executed agreements, acknowledgments, and required documentation.
- Coordinate reporting schedules and collaborate with program and finance staff to ensure on-time, high-quality reports.
- Monitor compliance with grant terms and proactively identify risks or challenges.
- Lead regular internal compliance check-ins and escalate concerns with recommended solutions.
- Partner with Development to implement thoughtful funder stewardship and recognition strategies.

Systems & Organizational Excellence

- Strengthen and maintain grant management systems, tracking tools, and documentation processes.
- Develop institutional knowledge resources, process guides, and standard operating procedures.
- Train staff on grant implementation requirements and compliance best practices.
- Track grant success rates and support continuous improvement efforts.
- Contribute to strategic planning conversations related to growth, capital expansion, and long-term sustainability.
- Support grant-aligned marketing and outreach efforts in collaboration with communications staff.

Qualifications

- Bachelor's degree required; advanced degree preferred.
- 3–5+ years of experience in grant writing and grant management, preferably in a nonprofit or community-based setting.
- Demonstrated success securing foundation, state, and/or federal funding.
- Exceptional writing, editing, and storytelling skills.
- Strong project management and organizational abilities.
- Experience working cross-departmentally in a collaborative environment.
- Knowledge of nonprofit budgeting and compliance practices.

- Proficiency with grant databases and Microsoft Office/Google Workspace.

Relationship and Communication Skills

- Experience with effective stakeholder management that works effectively with staff, leadership, and external partners
- Skilled in professional relationship-building with foundation program and government officers

What We're Looking For

The ideal candidate is:

- Mission-driven and passionate about community impact.
- Strategic yet detail-oriented.
- Comfortable managing multiple deadlines simultaneously.
- Skilled at building relationships across departments and with external partners.
- Able to translate programmatic work into compelling, fundable narratives.
- Work Environment

Berkshire South offers a collaborative, community-centered workplace committed to inclusion and belonging. Berkshire South Regional Community Center is an Equal Opportunity Employer. This position is available to all without regard to race, color, religion, national origin, disability, age, gender or gender identity, sexual orientation, political affiliation, or veteran status. We provide reasonable accommodation for qualified individuals.

Pay: \$54,000.00 - \$58,000.00 per year

Benefits:

- 401(k)
- Employee discount
- Health insurance
- Paid time off