



National Interscholastic Cycling Association
2414 Sixth Street
Berkeley CA 94710
(510) 524-5464
www.nationalmtb.org

Grants Manager

Founded in 2009, the National Interscholastic Cycling Association (“NICA”) develops interscholastic mountain biking programs for student-athletes across the United States. NICA provides leadership, services, and governance for state leagues to produce quality youth development and mountain bike events supporting every student-athlete in the development of a strong mind, body, and character through interscholastic cycling.

Reporting to the VP of Development and Partnerships, the Grants Manager is a full-time exempt position based in Berkeley, CA or remote. The Grants Manager is responsible for the management, reporting and the writing of all grant proposals for the organization including corporate, foundation, governmental and other national grant-making organizations. The position is a member of the Marketing, Communications, and Development Department, working in coordination with members of the Program Department. The Grants Manager will persuasively communicate NICA’s mission and programs to potential funders.

Responsibilities:

- Design, implement and manage comprehensive, proactive development plan focused on expanding and enhancing all grantmaking organizations
- Manage timely completion of grant reports and renewal applications. Manage and follow reporting and renewal calendar, prepare reports and renewals for submission, and obtain necessary information/data from program managers as required
- Conduct prospect research to identify grant funders for NICA and review application guidelines to determine if foundation/ agency/corporation etc., are a good match
- Work with VP of Programs and Program Managers to establish budgets for grant proposals and applications
- Assist NICA state league leadership or development volunteer/staff with grant questions or identification
- Develop professional working relationships with private and public funder contacts
- Utilize eTapestry donor database to keep current funder information, application and reporting deadlines
- Ensure prompt acknowledgment and stewardship of foundation/corporate gifts
- Prioritize projects, meet deadlines and manage supplemental material required for proposals
- Comply with all grant reporting as required by grantors
- Understanding of institutional history and programs
- Make appointments and travel to visit with foundation officers and other prospects
- Arrange for onsite, event/race weekend tours for supporters (foundation officers, foundation trustees)
- Assist with other fundraising projects as requested

Knowledge and Skills:

- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals
- Detail-oriented, with strong organizational, analytical, and editing skills
- Experience and comfort with budgets and quantitative data preferred
- Knowledge of basic fundraising research, information systems, and prospecting strategies
- Familiarity with G-Suite applications and eTapestry donor database a plus
- Demonstrated ability to work effectively with people of diverse backgrounds and promote a positive working environment, spirit of cooperation and positive reactions to change and conflict resolution in a deadline-driven environment
- Demonstrated motivational and problem-solving capabilities with a high degree of integrity, ethics, and dedication to the mission of the organization
- A background check will be processed (required for work with youth)

Qualifications:

Bachelor's Degree and a minimum of two years' experience with grant writing

Previous experience with non-profit fundraising

Able to monitor and meet income goals

To Apply:

Please send cover letter and resume to Kristine Urrutia, VP Development and Partnerships at jobs@nationalmtb.org. Applicants, whose applications are up for consideration, will be contacted. No phone calls, please.

NICA is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.