



SisterLove

Grants Development Specialist Job Summary

Reports to the VP of Administration & Operations

40 Hours: Full-Time Exempt

About SisterLove

SisterLove, headquartered in Atlanta, GA, and with offices in South Africa, has been at the forefront for 33 years of leading intersectional work toward racial justice, sexual and reproductive justice, and women's rights as human rights. We work with leading organizations such as Gilead Sciences, Merck, Johnson & Johnson, ViiV Healthcare (Glaxo-Smith Kline), Janssen, the US Centers for Disease Control (CDC), President's Emergency Plan for AIDS Relief (PEPFAR), UNAIDS, Emory University, Ford Foundation, Elton John Aids Foundation, Planned Parenthood Federation of America, John Snow, Inc. (JSI), MAC Aids Fund, amfAR, and many others.

Position

SisterLove (SLI) seeks a full-time Grants Development Specialist to bolster our development department and report directly to the VP of Administration and Operations and the Executive Leadership Team. This position, based in Atlanta, GA, will help manage and achieve the development goals and strategies for the organization's fundraising initiatives. The Grant & Development Specialist will track all relevant grant opportunities and write and submit grants.

The Grants Development Specialist will collaborate closely with the Development Committee, which includes a Development and Fundraising Specialist (focused on fundraising) and the Public Partnerships and Grants Development Specialist (focused on public sector grants). This collaborative approach ensures synergy and alignment across fundraising efforts.

Additionally, this position will work with the Executive Leadership Team and Development Director on grant writing, creative programming for fundraising, speaking engagements, capital campaigns, representing SLI at network events, donor prospecting, cultivation/stewardship, and managing grant-tracking technology platforms.

Duties and Responsibilities

- Work with the Executive Leadership Team, Development Committee, and Board of Directors to identify funds needed, preferred funding targets, and approaches.%
- Conduct research, prospecting, and application to multiple donor sources.%

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LoveHouse (Global Headquarters)
P.O. Box 10558, Atlanta, Georgia 30310
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Phone: (404) 505-7777 Fax: (404) 505-0003

MOTHERHOUSE (Testing Location)
1237 Ralph David Abernathy Blvd
Atlanta, Georgia 30310
Phone: (404) 254-4734

uMzi WoThando (South Africa)
3a/5 Eton Road Parktown
Johannesburg, South Africa 2193
Phone: +27-11-482-2202

- Understand SisterLove’s strategic priorities for grant funding projects, including but not limited to Development Plans (SLI’s Acceleration Plan) and the organization’s Strategic Plan. %
- Develop an agency-wide grant strategy with the Development Director to match grants to projects for implementation. Identify matching funds available and creative funding strategies for future matches. %
- Manage grant tracking software for the entire grant cycle (i.e., from identifying opportunities to the submission of a Letter of Interest (LOI)/Request For Proposal (RFP) to the grant being awarded), including maintaining a grant funder database. %
- Create, maintain, and reconcile grant budgets to ensure accurate financial management and reporting. %
- Work with the Finance Team to track funds received for awarded grants. %
- Research issues and analyze statistical data to provide information and/or reports to the Development Director. %
- Prepare monthly, quarterly, and annual funding reports. %
- Serve as a liaison to the agency’s funders, partners, and stakeholders, representing SLI at network events. %
- Provide Program Area support for grant development, engagement, and reporting. %
- Coordinate with Program Areas on compliance issues and project submissions. %
- Host monthly development meetings in collaboration with the Development Director. %
- Ensure Grant Policy & Procedures are followed and adjusted as needed. %
- Serve as Point of Contact for SLI’s Grants activities. %
- Provide training opportunities for staff as needed. %
- Work with the Executive Leadership Team and Development Director to identify and solve areas of need. %
- Attend meetings and events on behalf of the organization. %
- Perform other duties as assigned. %

Knowledge and Skills

- Significant grant writing experience.
- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals.
- Strong editing skills.
- Attention to detail.
- Ability to meet deadlines.
- Exceptional administrative and organizational skills around processes and paperwork.
- Knowledge of fundraising information sources.
- Experience with proposal writing and institutional donors.
- Knowledge of basic fundraising techniques and strategies.
- Knowledge and familiarity with research techniques for fundraising prospect research.
- Team player and a strong contributor in team environments

Qualifications

- Bachelor's Degree with a major in Social Science, Public or Business Administration, Mass Communications, or related field.
- Minimum of five years of grant writing, application & award processes, report writing, and contract administration experience.
- Strong commitment to Reproductive and Racial Justice issues and values.
- Minimum of five (5) years of experience with non-profit fundraising.
- Ability to work well in a team environment, handle multiple assignments, and prioritize tasks effectively.
- Able to monitor and meet income goals.