



Staff Position Announcement

Position: Grants Manager

Type: Part-Time (20hrs per week), Remote

Location: National

Salary: \$32,500

Start Date: January 2025

About COLAGE

Founded in 1990 under the name "Just For Us," COLAGE (originally Children of Lesbians and Gays Everywhere) began with a group of six young people with lesbian and gay parents. The experience at their first meeting was revolutionary, and they wanted to share similar experiences with other COLAGERS. Today, COLAGE is the only national organization dedicated to the empowerment of people with LGBTQ+ parents and caregivers. For over 30 years, COLAGE has been building a hub of community and activism for and by children of queer parents.

Position Overview

The Grants Manager is a member of the Development Department and will report to the COLAGE Development Director. Currently, COLAGE is an under-resourced organization punching above its weight, and we have big ambitions for growing our in-person programming and policy advocacy in the places that need it most. We think the work we do is important, powerful, impactful, and needed now more than ever – you're going to help us convince foundations that we're right. You'll be our primary grant writer, follow up on current grant opportunities, research new grant opportunities, and maintain grant compliance and reporting for our existing grants.

Most importantly, the Grants Manager will be committed to [the values of our organization](#) and integrate well with our diverse team. It is much easier to write or say the right things than it is to do them. COLAGE is a small but mighty organization that is in the process of growing, but we want to do so sustainably and with staff that are ideologically aligned with our ethos.

What You'll Do

- Lead grant proposal development and submission;
- Write grant reports/updates and monitor reporting schedules and compliance;
- Develop, maintain, and update annual grant calendar;
- Research grant prospects and stay up to date on priorities and plans of existing or potential funders; and
- Write letters of inquiry, proposals, and funder cultivation materials, working closely with the Development Director.

What We Need

- At least three (3) years of experience writing grants with a record of success;
- Superb organizational and time management skills;
- Knowledge of LGBTQ+, youth/children and families, social justice, and civic engagement funders;
- Experience writing about organizations with a national scope;
- Strong people skills, emotional intelligence, and an aptitude to work well with a close-knit team;
- The ability to work in front of a computer screen for a majority of your work day;
- Fluency in English;
- A U.S. citizen or permanent resident able to legally work in the U.S.; and
- Demonstrated interest in the mission and values of COLAGE.

What We'd Prefer

- Experience living in or working with LGBTQ+ families;
- Experience working with young people; and
- Experience building relationships with foundation officers (or equivalent)

Our Benefits

- Flexible schedule and remote work;
- Unlimited paid time off (PTO) for vacation, personal, sick, and safe days;
- Twelve (12) weeks paid family leave; and
- A collaborative working environment where we live our values and make collective decisions (but actually).

The Process

To apply, please send your cover letter, resume, a recent sample (or two) of relevant work that you're proud of, and at least two professional references in a single PDF to hire@colage.org. Please use the subject "COLAGE Grants Administrator" in your email so that it is properly sorted. Please submit your application by November 15th, 2024.

Our team is anticipating three interviews during this process. An initial skills interview with our Development Director, a second round interview with the Executive Director and a member of our Youth Action Board regarding organizational culture, a short skills test, and a final round interview with members of our Executive Board. We do not want this interview process to be vague or overly burdensome as we understand how frustrating job hunting can be in our current economic system/climate and commit to transparent and timely communication with all applicants.

Finally, COLAGErs hold a unique place within the LGBTQ+ community, and COLAGE programming is entirely for us, by us. As a result, people with at least one LGBTQ+ parent or caregiver are strongly encouraged to apply.

COLAGE is an equal opportunity employer and is firmly committed to complying with all federal, state and local equal employment opportunity (“EEO”) laws. COLAGE strictly prohibits discrimination against any employee or applicant for employment because of the individual’s race, creed, color, sex, religion, national origin, age, sexual orientation, height and weight, disability, gender identity or expression, marital status, partnership status, genetic predisposition or carrier status, arrest record, and any other characteristic protected by law.