



Vice President, Grants

Our Mission and Vision

NAAAHR NJ exists to provide a unique global forum for the career development of Black and African American human resources professionals.

The National Association of African Americans in Human Resources NJ (NAAAHR NJ) is an inspirational, unique career development and networking powerhouse for Black and Brown Human Resources Practitioners and those who are aligned with our goals to provide: Networking, Career Opportunities, Educational and Professional Development, Mentorship and Coaching and Tools, Tips and Resources. These opportunities will enhance the careers of our members and position them to be key contributors of the strategic direction of their organizations!!

Job Summary

This volunteer Vice President of Grants role is responsible for identifying, writing, and securing grants for our non-profit professional organization. This role will work closely with the executive team to understand the organization's goals and initiatives and translate them into fundable programs or projects. The VP, Grant Writer will also be responsible for managing relationships with potential and existing donors, ensuring compliance with grant regulations, and tracking and reporting on grant applications and awards.

Duties/Responsibilities:

- Develop and implement a comprehensive grant strategy to support the organization's goals and initiatives.
- Research and identify potential grant opportunities from government agencies, foundations, and corporations.
- Write and submit compelling, high-quality grant proposals and applications on time.
- Manage relationships with potential and existing donors, including maintaining regular communication and providing updates on the use of funds.
- Ensure compliance with all grant regulations and requirements, including timely and accurate reporting.
- Track and report on grant applications, awards, and rejections.
- Collaborate with the executive team and other departments to understand the organization's needs and develop fundable programs or projects.
- Provide guidance and support to other staff involved in grant writing and fundraising.
- Stay up-to-date with trends and best practices in grant writing and fundraising.



Educational and Functional Experiences Preferred:

- Bachelor's degree in English, Communications, Non-Profit Management, or a related field. A Master's degree is preferred.
- Proven experience in grant writing and fundraising, preferably in a non-profit organization.
- Excellent written and verbal communication skills.
- Strong research and organizational skills.
- Ability to work under pressure and meet deadlines.
- Knowledge of non-profit funding sources and grant application processes.
- Proficiency in Microsoft Office Suite and grant management software.
- Ability to work collaboratively with a diverse team.
- Commitment to the mission and values of the organization.

Commitment:

- Attend NAAHR NJ committee meetings and to national meetings up to 70%.
- Ability to commit volunteer time with a minimum of 10 hours per month.