



Grants Manager (Part-Time)

Organization Background

Young Judaea is a diverse community that educates and empowers Jewish youth to deeply engage with Israel and to lead positive change for the Jewish People, Israel and the World. For over 115 years, Young Judaea has inspired Jewish youth of diverse backgrounds to become engaged leaders and inspired activists with a deep personal connection to Israel. Young Judaea does this through a robust arc of programs that include junior/regional camps, a national teen camp, year-round regional and national programming, Israel immersive travel experiences, and alumni gatherings. For more information, please visit www.youngjudaea.org.

Young Judaea Teens is the movement's teen division, providing Jewish teens with opportunities to build community, develop leadership skills, explore their identities, and create meaningful impact through peer-led programming and engagement.

Position Summary

Young Judaea Global seeks a highly organized, detail-oriented, and collaborative Grants Manager to support the organization's institutional fundraising efforts. Reporting to the Director of Grants, the Grants Manager will be responsible for coordinating and managing the full lifecycle of foundation and institutional grants, including proposal development, reporting, compliance, and portfolio tracking.

The ideal candidate is an exceptional writer and project manager who can work across departments to gather information, synthesize program outcomes, manage deadlines, and ensure timely submission of high-quality grant proposals and reports. This position does not carry responsibility for cultivating or stewarding funder relationships, but serves as a key partner in advancing and sustaining institutional support for Young Judaea's mission.

This is a part-time position (approximately 20–25 hours per week) with flexible scheduling and remote work options.

Key Responsibilities

Grant Writing & Proposal Development

- Draft, edit, and submit compelling grant proposals, letters of inquiry, and supporting materials.
- Collaborate with program and finance staff to gather information, budgets, outcomes, and supporting documentation.
- Tailor proposals to align with funder priorities while maintaining consistency with organizational messaging and strategy.
- Maintain proposal templates and institutional fundraising materials.

Reporting & Compliance

- Prepare timely and accurate grant reports, including narrative and financial components.
- Coordinate with program and finance teams to collect data, stories, and impact metrics.
- Ensure compliance with grant requirements, deadlines, and reporting obligations.
- Maintain records of grant deliverables and outcomes.

Grants Portfolio Management

- Manage the grants calendar and track proposal, report, and renewal deadlines.
- Maintain accurate records in the organization's grants management system and donor database.
- Monitor grant status, funding pipelines, and award schedules.
- Produce portfolio reports and dashboards for leadership as needed.

Research & Administrative Support

- Conduct prospect research on foundations and institutional funding opportunities.
- Track funding trends and identify potential opportunities aligned with organizational priorities.
- Support the Director of Grants in developing annual grants strategies and work plans.

Qualifications

- Bachelor's degree or equivalent professional experience.
- 3–5 years of experience in grant writing, grants management, institutional fundraising, or a related field.
- Excellent writing, editing, and proofreading skills.

- Strong project management and organizational abilities, with exceptional attention to detail.
- Experience managing multiple deadlines and competing priorities.
- Proficiency with Microsoft Office, Google Workspace, and donor/grants management databases.
- Ability to collaborate effectively with colleagues across departments.

Preferred Qualifications

- Experience working in nonprofit organizations.
- Familiarity with Jewish communal organizations, education, youth development, Israel engagement, or related fields.
- Experience interpreting program evaluation data and translating outcomes into compelling funder reports.

Compensation

Salary Range: \$40,000–\$50,000 commensurate with experience.

Send a cover letter and CV to adina@youngjudaea.org to apply for this position.

Young Judaea provides equal employment opportunities to all applicants and employees without regard to race, color, religion, gender, sexual orientation, gender expression, age, citizenship status, national origin, disability, marital status, or any other protected characteristic established by law.