

## CAREER OPPORTUNITY

**Title:** Grants Specialist

**FLSA Code:** Exempt; Full-time

**Location:** Breakthrough Men's Center 402 N. St. Louis Avenue Chicago, IL 60624

### We are Breakthrough:

Breakthrough partners with those affected by poverty to build connections, develop skills, and open doors of opportunity. Breakthrough is intentionally located in and works alongside residents in East Garfield Park. Each year, Breakthrough has the opportunity to work with over 6,000 local residents and their families.

### Position Summary:

The Grants Specialist will collaborate with the Associate Director of Institutional Giving (AD of IG) to generate approximately \$4M in revenue from institutional partners each year. This position sits within the Fund Development team and will be responsible for generating prospects, key messaging, and clearly articulating the mission and programs of Breakthrough to funders.

As a member of the Fund Development team, the Grants Specialist performs various tasks including but not limited to:

- In collaboration with the AD of IG, manage the writing, preparation, and submission process of grant proposals, reports, budgets and other grant requirements to meet designated goals.
- Oversee a prospect pipeline of potential funders, including research and making recommendations on application next steps
- Monitor deadlines to ensure the timely submission of grants
- Ensure accurate data and relevant statistics in grant proposals – update external data
- Implement process for ongoing collaboration with program departments to ensure accurate and compelling descriptions of programming efforts, goals, and impact.
- Maintain electronic and paper records related to grants, as well as grants calendars.
- Support Breakthrough's Fund Development events including the Annual Benefit, Young Professional Board events, and other donor cultivation events
- Support AD of IG with creating department's fundraising goals

### Educational/Experience Requirements:

Minimum of Bachelor's Degree in Liberal Arts, Communications, or a related field is preferred; or lived experience equivalent; Required Experience Level: 2-3 years of professional writing experience; grant writing experience preferred. Working knowledge of a CRM database; preferably Salesforce. Ideal candidate will possess an informed understanding of cultural and urban realities, especially as related to youth, families, poverty, and community development.



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**Compensation/Benefits:**

In exchange for the above, we offer competitive wages and a comprehensive benefit package including: paid time off, group health benefits, free fitness center membership, employee discounts and more.

**To Apply:**

Send/email/fax cover letter, resume along with grant proposal writing sample to:

Breakthrough Urban Ministries  
Attn: Human Resources  
402 N. St. Louis Avenue  
Chicago, IL 60624  
E: [btroast@breakthrough.org](mailto:btroast@breakthrough.org)  
Fax: (773) 722-1434

We regret that we cannot take phone calls regarding this position. Breakthrough is an Equal Opportunity Employer.

All qualified candidates will receive consideration without regard to race, color, sex, national origin, age, disability, marital status, veteran status, political affiliation, sexual orientation, or any other non-merit factors. If a reasonable accommodation is needed for any part of the application and hiring process, please contact us via the telephone number listed above. The decision on granting reasonable accommodation will be on a case-by-case basis.