

Grants and Business Development Manager

Verité is a growing, award-winning non-profit organization that illuminates and addresses serious human rights and labor rights violations in factories, farms, and other workplaces around the world. We serve private- and public-sector clients by building their understanding of labor rights problems in global supply chains and developing their abilities to solve those problems.

Title	Grants and Business Development Manager
Location	Verité is based in Northampton, Massachusetts, USA. Remote applicants are welcome, but preference will be given to applicants based in a time zone within two hours of Eastern time.
Role	Supports the development of a pipeline of current and prospective fee-for-service and grant funding. Provides support for identifying prospects, developing prospect strategies, and crafting proposals to grant-makers and individual funders. Supports prospecting, intake, qualification, and proposal generation for fee-for-service opportunities. Achieves goals through effective engagement and collaboration with diverse colleagues and partners.

Responsibilities

	With the guidance of the Chief Commercial Officer, supports the generation of fee-for-service funding pipelines in strategic priority areas.
	Provides core support for responding to RFPs and complex proposals.
	Manages the intake, qualification, and assignment of fee-for-service opportunities.
	Tracks and manages the organizational funding pipeline.
	Manages formal and informal proposal processes through submission, and post-decision review.
	Provides support to regional teams' local business development efforts.
	Supports foundation and individual prospect generation, including prospect research; network mapping; drafting prospect plans; drafting prospect meeting talking points, prospect meeting materials, letters of inquiry, and proposal materials.
	Drives improvements in grant-seeking processes based on best practices and funder feedback.
	Organizes and curates a library of proposal and supporting materials.
	Maintains ongoing contact with appropriate staff at current and prospective funders.
	Manages and oversees proposal assignments for staff, interns and consultants as needed.
	Supports the financial and compliance management of grant-funded programs as requested by the grant management team.

Other duties include collaborating with colleagues to create promotional materials for funders and other responsibilities as assigned.

Required qualifications

Bachelor's degree required; Master's degree or equivalent experience preferred.

At least 3 years of related experience in the nonprofit sector and a demonstrated record of successful fundraising and/or corporate partnerships.

Excellent English-language writing, editing, and proofreading skills.

Demonstrated success working effectively on numerous projects at once and making appropriate decisions about prioritization.

Comfortable working in an ambitious and fast-paced environment.

Strong organizational skills – initiative-taking, meticulous, with the ability to manage projects from concept to completion and coordinate teams to meet deadlines.

Exemplary ability to conduct high-quality research and efficiently and succinctly summarize learning.

Personal reliability and commitment to organizational success.

Extensive knowledge of and experience with Microsoft Office suite and CRM databases.

Legally authorized to work in the U.S. for an unlimited period without the need for sponsorship.

Preferred qualifications

Fluency in an additional language such as Spanish or Portuguese.

Familiarity with human rights funding networks in the U.S. and internationally; the ideal candidate will bring a history of successful relationships with members of these networks.

Familiarity with project and program design structures and approaches, including logic models.

Interest and/or experience in labor and human rights issues strongly preferred.

Demonstrates strong personal commitment to Verité's mission or related social justice objectives in human rights, labor issues, international law, or corporate social responsibility.

Qualifications for all Verité positions

Demonstrates professional competency and/or personal experience thinking and working effectively across boundaries. *

Demonstrates sensitivity and competency engaging with the diverse marginalized populations impacted by Verité's mission around the world.

Personal reliability and commitment to organizational success.

Maintains confidentiality in communications, as appropriate.

Salary	\$54,000-\$70,000 annually, commensurate with qualifications and experience.
To Apply	Please submit a resume and a brief cover letter through the Verité application portal at www.verite.org/careers . No telephone or email inquiries will be accepted for this position.

**These include, but are not limited to gender, race, religion, age, disability, gender identity, sexual orientation, marital status, pregnancy status, nationality, class, political opinion, union affiliation, or social or ethnic origin.*

Verité is committed to a diverse work force and is an Equal Opportunity Employer that does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expressions, status as a veteran, and basis of disability or any other federal, state, or local protected class. Verité's daily work to achieve our vision of a world where people work under safe, fair, and legal conditions is inherently linked to topics of diversity, equity, and inclusion. Recognizing that the labor market and institutions have long marginalized people of color, LGBTQ+ people, women, and people from working class background, we therefore feel the need to be particularly proactive in encouraging candidates who identify as such to apply.