



## **Women's Money Matters Grants Specialist**

### **Role Description:**

The **Grants Specialist** is a key member of [Women's Money Matters](#), responsible for leading our strategic foundation and grants portfolio. This role focuses on identifying, cultivating, and managing foundation partnerships to secure critical funding, ensuring financial sustainability and measurable impact. The Grant Specialist tracks, analyzes, and reports grant outcomes to assess program effectiveness. Reporting to the Director of Advancement, they collaborate across teams to align funding efforts with organizational priorities and drive long-term impact in the community.

### **About WMM:**

We provide financial wellness and empowerment programming for women and girls living on low-incomes. Our program combines financial health workshops with one-to-one volunteer coaching. We are a growing organization, focused mainly in Massachusetts and southern New Hampshire since 2009. We are a remote workforce but all staff must be available for meetings in person and attend meetings across Massachusetts.

### **Grants Management & Strategy**

- Research, write, and submit corporate and private foundation grant applications, ensuring alignment with organizational priorities and funding needs.
- Develop and maintain a comprehensive grants calendar, tracking application deadlines, reporting requirements, and other deliverables.
- Collaborate with the Director of Advancement and Advancement team to develop and execute an annual grant strategy to achieve revenue goals.
- Utilize grant budgets and reporting as required for grant applications and reports, ensuring compliance with funder guidelines.
- Identify and pursue new grant opportunities to diversify funding sources.
- Maintain accurate grant tracking, communications and other documentation using Salesforce and internal dashboards.

### **Stakeholder Engagement & Collaboration**

- Serve as a representative building relationships with funders, community partners, and stakeholders to advance the organization's mission.
- Act as a liaison when necessary between the Advancement and Program teams to align fundraising efforts with programmatic needs and outcomes.
- Participate in weekly check-in meetings with the Director of Advancement, Advancement Team, and Program staff to support organizational Key Performance Indicators (KPIs).



## Qualifications

### Education & Experience:

- Must have, minimally, a Bachelor's Degree with **2+ years of post-degree experience in:** grant writing and management, impact evaluation, nonprofit fundraising, program development, or a related area, preferably within a nonprofit or mission-driven organization.
- Demonstrated experience in managing complex grant proposals, impact measurement, and programmatic reporting.

### Key Skills & Competencies:

- **Grant Writing & Fundraising:** Exceptional writing skills with a proven ability to craft compelling grant proposals, donor reports, and impact narratives. Experience in researching, securing, and stewarding institutional funding.
- **Communication & Presentation:** Ability to effectively present and communicate complex ideas—both verbally and in writing—to diverse audiences, including corporate and foundation funders for grant applications and report writing.
- **Data Analysis & Impact Measurement:** Strong knowledge of collecting and relaying key performance indicators (KPIs) for program evaluation. Ability to collect, analyze, and report on program data to demonstrate effectiveness and drive strategic decision-making.
- **Project Management:** Strong organizational skills with the ability to manage multiple projects, deadlines, and deliverables simultaneously. Experience working collaboratively with internal and external partners.
- **Technology Proficiency:**
  - Proficient in Google Workspace (Docs, Sheets, Slides, Forms, etc.).
  - Experience with **Salesforce** (or similar CRM and grant management platforms).
  - Comfortable using data visualization tools and relaying impact measurement.

### Work Style & Organizational Fit:

- **Self-Starter & Team Player:** Ability to work independently while also thriving in a collaborative virtual environment. Comfortable working across departments and engaging with multiple stakeholders.
- **Adaptability & Problem-Solving:** Ability to navigate shifting priorities, and respond to deadlines
- **Commitment to Mission:** Strong interest in and commitment to advancing financial wellness and empowerment programs for **women and girls living on low incomes.**



### **Additional Requirements:**

- **Location & Travel:** Ideally based in **Greater Boston**, with a valid driver's license and own **reliable transportation** to travel to meetings and events across Massachusetts.

Compensation: \$50,000 - \$55,000 commensurate with experience. In lieu of group health insurance we offer monthly health care, work from home and wellness stipends. Other benefits include a flexible, hybrid work schedule, paid time off, including all Federal holidays, and a 401k employee match.

To apply, please click on the link to answer the qualifying questions and upload your cover letter and resume. <https://www.tfaforms.com/5167587>

*Women's Money Matters is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, sex, color, religion, national origin, ancestry, age, protected veteran status, disability, sexual orientation, gender identity/expression, marital status, or other protected class. Knowing its importance to the success of our work, Women's Money Matters is committed to diversity and inclusion, and we aspire to build a diverse staff team and community, including groups that are traditionally underrepresented among our sector leadership.*