

Job Title: Grants Specialist

Organization: Boys & Girls Clubs of the Bay & Lakes Region

Location: Mission Support Center/Green Bay

About Us: The Boys & Girls Clubs of the Bay & Lakes Region provides a safe and positive environment where young people can learn, grow, and succeed. We offer a range of programs and activities aimed at enriching the lives of our members and fostering their personal and academic development.

We Offer:

- A dynamic work culture that is welcoming, collaborative, safe, and committed to the youth we serve
- Competitive pay and benefits that include paid time off, even for part-time employees
- Paid on-the-job training
- Opportunities to develop your skills and advance your career in youth development

Do you have a passion for turning great ideas into funded opportunities? Are you detail-oriented, persuasive in writing, and motivated by helping an organization grow its impact? If so, we'd love for you to join our team as a Grants Specialist!

As our Grants Specialist, you'll play a key role in securing vital funding that sustains and expands our programs. You'll research and identify new funding opportunities, craft compelling proposals, manage submissions, and build lasting relationships with funders. You'll also ensure accurate reporting and compliance while working closely with our leadership and operations teams. This position requires both creativity and precision—perfect for someone who loves to tell the story of an organization's impact while keeping all the details on track.

What You'll Do:

- Research, identify, and secure public and private grant funding opportunities.
- Write persuasive and accurate proposals and applications.
- Build and maintain strong partnerships with funders and stakeholders.
- Collaborate with operations staff to track outcomes, measure program impact, and prepare reports.
- Ensure compliance with reporting requirements and deadlines.
- Provide updates and strategic direction to the CEO, VP of Development, and Board members.
- Support marketing and recognition efforts to highlight funders.

What We're Looking For:

Minimum Requirements

- Bachelor's degree in journalism, communications, human services, social services, or related field.
- At least 3 years of successful grant writing or grants management experience.
- Or an equivalent combination of training and experience.

Preferred Qualifications

- Strong understanding of grant preparation, administration, and compliance.
- Familiarity with government and private funding sources.

- Excellent written and verbal communication skills.
- High attention to detail and ability to manage multiple deadlines.
- Strong project management and organizational skills.
- Ability to collaborate with staff, board members, and community partners.

Why You'll Love Working With Us:

- **Impact:** Make a difference in the lives of young people every day.
- **Growth:** Work in an environment that values continuous improvement and professional development.
- **Community:** Be part of a supportive team dedicated to empowering youth and fostering positive growth.

This is more than a writing job—it's a chance to directly shape the future of our programs and community impact. You'll work independently with support from leadership, while being part of a mission-driven team that values innovation, collaboration, and growth.

Schedule: Full-time/M-F, 8:00 a.m. to 5:00 p.m.

Pay: \$48,000-60,000 per year; based on proven experience brought to the position.

How to Apply: Apply today to become a part of the Boys & Girls Clubs of the Bay & Lakes Region team at <https://bgcbl.org/green-bay/employment/>

We are an **Equal Opportunity Employer**, and our employees are people with different strengths, experiences and backgrounds, who share a passion for improving people's lives. We value diversity - in backgrounds and experiences and encourage people from all swaths of life to apply. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status. Together we can build great futures for all youth in our community.