



Development & Grants Manager

Local Motion seeks a mission-driven person with development and grant experience to join our fun, values-driven team based on Burlington's beautiful waterfront. As a member of the leadership team of our non-profit organization, you will help fulfill our mission to make it safe, accessible, and fun for everyone to bike, walk, and roll in Vermont.

POSITION OVERVIEW

The **Development & Grants Manager** leads Local Motion's fundraising efforts through a wide array of sources including governmental grants, corporate foundations and sponsorships, and private philanthropy, with support from the Executive Director and Finance team. The Manager works with the Program Team staff, who are largely responsible for implementing grant deliverables. The Manager contributes to the overall strategic visioning and planning of the organization.

Local Motion requires all positions to continually carry out and evaluate Diversity, Equity and Inclusion (DEI) principals and projects as part of their work. Learn more about Local Motion's commitment to DEI [here](#).

RESPONSIBILITIES:

Responsibilities include, but are not limited to:

Lead Local Motion's fundraising initiatives

- Together with the Executive Director, seek, build and sustain funding relationships with private funders, public agencies, foundations, and partner organizations to enhance the organization's financial sustainability and long-term program growth
- Together with the Executive Director and Communications Team, develop and implement annual fundraising appeals including donation acknowledgements consistent with the current development plan
- Manage Local Motion's Customer Relationship Management tool (NationBuilder) including updating contacts, pulling reports, and running monthly back ups.

Manage program team funding, budgets, and program delivery.

- Seek funding opportunities to support programmatic work, including developing proposals with support from the Finance Team and Program Team
- Manage programmatic grant funding, overseeing implementation in compliance with grant requirements, monitoring progress, collecting and reporting on program data and deliverables, and maintaining grantor relationships
- Support Program Team staff, including creation and implementation of annual work plans consistent with grant deliverables and approving timecards
- Track and report on Program Team progress towards achieving Strategic Plan goals and metrics
- Support consistent collaboration and communication among Program Team staff and between the Program Team and the organization as a whole

Communicate the impact of Local Motion's work to funders

- Ensure that LM's programming is well-represented in internal and external communications and media, including participating as a Communications Team member
- Oversee reporting, evaluation, and storytelling that communicates the impact of Local Motion's programs and services on Vermont communities

Develop and support strategic partnerships

- Collaborate with the Executive Director and leadership team to align partnership and program opportunities with strategic priorities and revenue goals
- Identify, cultivate, and develop strategic partnerships and collaborations that expand Local Motion's reach, capacity, and influence across Vermont

This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job. Other duties may be assigned. All year round staff are expected to contribute to building a healthy and fun workplace culture by participating in ad-hoc committees, teams, special projects, and/or events.

REQUIRED QUALIFICATIONS

- 2+ years experience and demonstrated success in traditional fundraising and development work, including appeal development, implementation and/or donor relations
- 2+ years experience and demonstrated success in grant management (including writing grant proposals, managing funds, and writing grant reports); experience in developing or administering grant programs a plus
- Excellent organizational skills and attention to detail, with a demonstrated ability to track and manage multiple projects simultaneously
- Proven track record of engaging reliably and consistently with a variety of partners
- Ability to work independently with little day-to-day supervision, as well as collaborate effectively with a team
- Strong computer skills, specifically with Google Suite, and willingness and aptitude for new program skill development
- A passion for active transportation and a commitment to advocacy for safe walking, biking, and rolling

DESIRED QUALIFICATIONS

- 2+ years experience in supervising employees
- Mentoring and nurturing professional development of staff

WAGE

This is a salaried, exempt year-round position, 30-35 hours per week to be agreed. Salary range \$50,000-65,000/year. Wage commensurate with experience. Benefits include flexible work schedule, medical, dental, vision, retirement plan with employer match, paid time off, access to an Employee Assistance Program, and [Public Service Forgiveness Program](#) eligibility.



REPORTING

This position reports to the Executive Director.

TO APPLY

Send your resume and cover letter to jobs@localmotion.org.

About Local Motion

Local Motion is Vermont's statewide advocate for active transportation, vibrant communities, and safe streets. Based in Burlington Vermont, we work at the local and state levels to support better roads and trails for biking and walking, teach bike skills training programs for children and adults, collaborate with government to improve on-road safety, and inspire and support local advocates across Vermont to become leaders for better biking and walking in their communities. We also rent bikes to the public at our Trailside Center and operate the Island Line Bike Ferry connecting the Burlington area to the Champlain Islands.

Local Motion believes in a work-life balance for its employees. Employees, regardless of classification, will not be scheduled to work more than 35 hours in a work week on a regular basis. We are a matrixed organization and value all staff members' opinions and ideas, meaning there is ample opportunity to work across teams and programs on a variety of initiatives. We strive for an inclusive work environment where each person feels welcomed, respected, supported, and valued as a team member. Join Local Motion and help us make it safe, accessible, and fun for everyone to bike, walk, and roll in Vermont!

Local Motion is an Equal Opportunity Employer.

We are actively seeking candidates who will contribute to the diversity and excellence of the organization. Please consider applying for this position even if you do not meet all the qualifications or currently possess the preferred skills and knowledge. The hiring committee values a wide range of experience and training related to this position.