



Job Title: Grant Specialist

Department: Development

Reports To: Director of Development

Effective Date: 7/1/2025

Organization Profile:

PODER empowers individuals with the necessary academic tools to promote human dignity, increase employment potential, and facilitate participation in the larger community.

Since 1997, PODER has empowered Spanish-speaking adult immigrants to create successful and fulfilling new lives in the United States. Through a deep commitment to the needs of immigrant communities, PODER provides critical societal and workforce integration services with both immediate and long-term impact for families, communities, and employers throughout Chicagoland.

In 2023, a new chapter in our history began with the opening of a state-of-the-art \$6.5MM adaptive reuse in Gage Park: PODER HQ. In 2024, we launched a new strategic plan to realize our vision to create community within a trusted and sustainable immigrant integration center (in-person and virtual) where individuals and families are empowered through holistic and seamless services.

Job Summary:

PODER's Grant Specialist is responsible for overseeing the full lifecycle of institutional fundraising, including prospect research, grant writing, reporting, and compliance. This role ensures alignment with organizational funding needs and executes day-to-day grant tasks. The Grant Specialist collaborates closely with leadership, program, and finance teams to secure and steward funding from foundations, government agencies, and corporations. This position will also be responsible for conducting research for potential grant funding opportunities that align with PODER's mission and for researching and gathering relevant data such as participant and community demographics, employment, poverty level, and other information related to our target population.

Responsibilities include, but are not limited to the following:

- **Strategic Grant Prospecting:**
 - Develop and maintain an annual grant strategy and calendar to meet organizational revenue goals.
 - Track trends and changes in funder interests, guidelines, and requirements.
 - Research, identify, and prioritize prospective foundation, corporate, and government funders with a focus on multi-year, unrestricted, and high-impact opportunities.
 - Lead and maintain the prospecting system, collaborating with senior staff to continuously update priorities.
 - Engage in strategic forecasting of funding pipelines, including scenario planning to mitigate risk and maximize revenue.
- **Grant Writing and Management:**
 - Manage the grant application process, including grant writing, reporting requirements, and cultivating new and strengthening existing relationships with grant-making organizations.



- Draft, edit, and submit compelling grant proposals, LOIs, and supporting documents aligned with funder guidelines and PODER's mission.
 - Prepare narrative content for interim and final grant reports, ensuring alignment with funder expectations and internal impact data.
 - Collaborate with program and finance teams to develop accurate, persuasive content that reflects program goals, outcomes, and budget needs.
 - Oversee the preparation of supporting materials including budgets, logic models, and evaluation plans.
 - Tailor compelling narratives to varied funders including foundations, corporate partners, and public agencies.
- Reporting and Compliance:
 - Coordinate with finance and program staff to collect necessary data and ensure accurate financial and narrative reporting.
 - Oversee the grants management system in Salesforce; track deadlines, submission status, deliverables, and reports.
 - Monitor grant-funded program outcomes and ensure alignment with grant terms and deliverables
 - Ensure all deadlines are met for proposals, reports, and renewals.
- Internal Collaboration and Training
 - Serve as an internal grants advisor, supporting other development and program staff in preparing materials or managing shared grant deliverables.
 - Train internal staff in grant best practices, proposal framing, and storytelling to strengthen the pipeline of support.
 - Contribute to a culture of philanthropy by sharing impact stories and fostering excitement around grants across the organization.

Desired Competencies:

- Optimizes Work Processes
- Communicates Effectively
- Drives Results
- Customer Focus
- Values Differences
- Builds Networks
- Manages Complexity

Required Skills & Abilities:

- Bilingual Spanish/English preferred
- Exceptional writing, editing, and research skills with a strategic, analytical approach to funder alignment.
- Strong organizational and project management abilities with attention to deadlines and detail.
- Excellent time management skills with a proven ability to meet deadlines
- Ability to prioritize tasks
- Ability to act with integrity, professionalism, and confidentiality
- Proficient with Salesforce and Microsoft Office Suite or related software applications



- Demonstrated ability to manage up and across to support collaborative fundraising.
- Exceptional interpersonal skills

Education and Experience:

- Bachelor's degree
- Minimum 5 years of grant writing and fundraising experience in a nonprofit setting, including a proven track record of securing 5- to 6- figure foundation and corporate grants.
- Knowledge of immigrant communities, workforce development, education, or social justice issues a plus.

Physical Requirements:

- The Grant Specialist job is clerical and primarily a sedentary role and may require sitting or standing for extended periods of time

Salary Range: \$73,000–\$85,000 per year, commensurate with experience. (For FT positions: Benefit package includes health insurance subsidy and simple IRA company match. Generous holiday schedule and flexible accrued PTO for vacation, personal and sick days.)

Equal Employment Opportunity Statement

It is the policy of PODER to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, PODER will provide reasonable accommodations for qualified individuals with disabilities.