



Boyden Executive Search Contact

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Position Summary

For over 60 years the Marine Corps Scholarship Foundation has been Honoring Marines by Educating Their Children, providing higher education scholarships to children of Marines across all 50 US states and overseas. The Grants Manager plays a critical role in advancing the Foundation's mission by securing grant funding to support MCSF's annual fundraising goal. This position is responsible for managing a portfolio of grantors, researching and developing compelling grant proposals, strengthening existing partnerships, and ensuring compliance with grant requirements. The Grants Manager will collaborate with internal teams and external stakeholders to maximize funding opportunities and demonstrate the impact of grant investments.

Essential Duties and Responsibilities

- Work with 90+ grant organizations, including current grantors and newly identified grantors with mission alignment, to secure \$1.5M in annual revenue generation.
- Research, develop, and submit grant proposals to secure new funding opportunities and strengthen existing partnerships. Coordinate with internal departments to ensure grant proposals are achievable and objectives and deliverables can be accomplished.
- Collaborate with the Director of Advancement to manage the grant program, including tracking systems, reporting schedules, and compliance requirements.
- Collaborate with the Directors of Philanthropy on their foundation and corporate relationship management.
- Cultivate and steward relationships with philanthropic organizations through correspondence, calls, meetings, and events. Represent the Foundation at events, sharing outcomes and success stories to engage investors and prospects.
- Draft compelling, timely grant reports to demonstrate the impact and success of the Foundation's partnerships with grant-makers.
- Maintain a comprehensive library of current support documents and templates for proposals and reports.
- Contribute to the overall mission and vision of the Foundation by performing other duties as assigned.

Education and/or Experience

- Minimum of 3 years of fundraising or grant management in a nonprofit environment; donor-centered fundraising experience preferred.
- A Bachelor's degree, or an equivalent combination of education and work experience.

Required Skills and Abilities

- Commitment to the Foundation's mission and core values of teamwork, trust and integrity, and drive and enthusiasm for results.
- Ability to offer flexible thinking, work in a team environment with autonomy, take initiative, and be a proactive self-starter.
- Ability to manage multiple projects simultaneously with competing priorities in a fast-paced environment.
- Excellent writing, interpersonal and analytical skills with an ability to engage effectively with a wide range of audiences through written and verbal communication.
- Ability to use discretion and handle confidential information.
- Demonstrated skills in utilizing a CRM database, Microsoft 365, SharePoint, Outlook, Word, Teams, PowerPoint, and advanced Excel.
- A writing assignment will be required as part of the interview process.

Working Conditions

- Working conditions are normal for an office environment.
- Position located in Alexandria, VA; and reimbursement of relocation expenses not offered.
- Position is eligible to participate in hybrid telework policy after an onboarding period, with up to two telework days per week.
- Must be able to work outside normal working hours (evenings and weekends) as needed to accomplish the Foundation's mission, with some work-related travel 1-3 times a year.

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About Boyden

Founded in 1946, Boyden global executive search was the first firm to focus entirely on retained executive search. Others would soon follow, using many of the basic tenets and principles that Sidney Boyden put in place: maintaining a strict code of ethics and standards; establishing a global presence; creating uniform processes; and working with highly experienced business partners. These aspects of Sidney Boyden's vision are still in use today.

Boyden continues to be a leader in the executive search industry. Through the ever-expanding use of cutting-edge technology, while always adhering to strict ethical standards, we remain true to our rich heritage as the founders of retained executive search. We cover the globe with over 70 offices in more than 40 countries, led by resident professionals adept at working in a global economy. We are poised to help our clients find the people who will lead them today and into the future. In addition to retained executive search, Boyden works with clients seeking advice regarding their Boards. We also assist clients with interim management and leadership assessment.

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