

Forming Strong, Loving
and Wise Leaders
from the city...
To renew the world



Formando lideres con
fortaleza, amor y buen
juicio del Pueblo...
para renovar el mundo

Grants Manager (half-time)

Casa Romero Renewal Center is an urban, multicultural and bilingual Ignatian (Jesuit) spirituality center that provides a variety of programs and retreats to form leaders, strengthen families and facilitate encounters across lines of difference – all with the purpose of renewing the world.

Position Description

Casa Romero has several longstanding relationships with grant makers, and we regularly invite new grant makers to support our mission. Our Grants Manager is responsible for overseeing the grants portion of our advancement efforts – from identifying potential funders through final reports. This new position will report to and work closely with our Executive and Associate Directors.

Responsibilities

- Oversee current grants calendar and all associated writing and reporting tasks.
- Work with staff to ensure proper data are collected to meet funding requirements.
- Maintaining current grant relationships with foundations, parishes and other organizational benefactors.
- Identify and pursue new sources of corporate and foundation funding.

Qualifications

The ideal candidate will bring

- Cultural competence and Spanish proficiency.
- Excellent written, interpersonal, and collaborative skills.
- Experience in grant writing and grants management. Experience with block grant funding a plus.
- Proficiency in Microsoft Office.

- Interest in working in an organization that integrates Ignatian Spirituality and social justice into its mission.
- Knowledge of and involvement in community resources/organizations, ideally in the Milwaukee area.

We do not currently offer insurance, but we can offer flexibility in hours and work arrangements. We will consider candidates with some, but not all, of the qualifications.

To Apply:

Send a letter and resume to:

Michael Coffey

Casa Romero Renewal Center

423 W. Bruce Street

Milwaukee WI 53204

Or

mcoffey@casaromerocenter.org

Please include a writing sample, e.g., an article, an appeal letter, a case for support.

Grants Manager 2020