

POSITION SUMMARY

Position: Senior Manager of Grants & Communications, Full-Time

Location: Washington, DC

Reports to: Director of Development and Communications

Salary Range: \$67,500 - \$75,000

WHO WE ARE

At [City Kids Wilderness Project](#), our mission is to build resiliency, broaden horizons, cultivate community, and develop skills for success in DC youth. City Kids does this through a long-term, cohort-based model that utilizes both the wilderness and urban environment in and around Washington, D.C., and during the summer at our ranch in Jackson Hole, Wyoming. Youth enroll as sixth graders and continue their engagement with the same cohort of City Kids peers through 12th grade and beyond. Our work is grounded in our [Core Values](#) and guided by our [DEI statement of beliefs](#).

WHO YOU ARE

Required Qualifications

- 4-7 years of nonprofit experience, with demonstrated success in grant writing and communications
- Proven track record of securing foundation and corporate grants, through powerful case-making and strategic relationship management, and with measurable results in revenue generation
- Outstanding writing and editing skills across formats (grant proposals, impact reports, donor communications, newsletters, website content, and marketing materials)
- Experience managing grant portfolios, tracking deadlines, deliverables, and reporting requirements
- Exceptional storytelling ability — able to translate program outcomes, youth experiences, and organizational vision into compelling, persuasive narratives that inspire action
- Strategic thinker who understands how storytelling drives fundraising, brand identity, and mission advancement
- Strong project management skills with the ability to manage multiple priorities and meet deadlines
- Bachelor's degree or equivalent professional experience
- **Ability to work some evenings and weekends**

Preferred Qualifications

- Familiarity with program officer relationship management
- Experience with social media management and digital content creation
- Passion for youth development and the outdoors

WHAT YOU'LL DO

The Senior Manager of Grants and Communications is both a strategic fundraiser and City Kids' lead storyteller. This role is responsible for shaping and amplifying the narrative of our mission — why this work matters, why it is urgent, and how it transforms the lives of DC youth.

You will elevate the voices of our participants, translate program impact and outcomes into compelling cases for support, and ensure that every grant, report, and communication clearly reflects the power of the City Kids model. You will help funders, partners, families, and supporters deeply understand that this is not just programming — it is long-term transformational investment in young people and the DC community. This role requires someone who can move fluidly between strategy and storytelling, systems and creativity, deadlines and inspiration.



SENIOR MANAGER OF GRANTS & COMMUNICATIONS

GRANT WRITING & MANAGEMENT - 50%

- Research and identify foundation and corporate grant opportunities
- Write compelling grant proposals and letters of inquiry that effectively communicate program impact and organizational need
- Manage grant database (Instrumentl), tracking submission and reporting deadlines, and renewals
- Develop and maintain relationships with program officers and foundation contacts
- Work with outdoor retailers to obtain the necessary gear and apparel for programming
- Coordinate with program staff to gather impact data and stories needed for proposals and reports
- Prepare timely and comprehensive grant reports, ensuring compliance with all funder requirements

COMMUNICATIONS & STORYTELLING - 40%

- Serve as steward of City Kids' narrative voice, ensuring consistency, authenticity, and emotional resonance across all communications
- Develop marketing collateral that communicates urgency, hope, and community impact
- Write and design newsletters, email campaigns, and fundraising appeals
- Develop organizational storytelling materials, including annual reports and impact stories
- Maintain and update website content to ensure accuracy and relevance
- Create and manage a content calendar for social media platforms (Instagram and LinkedIn)

FUNDRAISING EVENTS - 10%

- Cultivate, steward, and solicit corporate sponsors for our annual fundraising event
- Support planning and execution of fundraising events, including event promotion and communications
- Assist with event logistics, guest communications, and post-event follow-up as needed

COMPENSATION

City Kids is committed to investing in our talent because we believe it is directly correlated with our impact. We commit to a compensation model that is value-aligned, transparent, clear, and benefits the total well-being of the employee, thereby making it possible for staff to thrive and grow at City Kids. As such, City Kids uses a Compensation Rubric with a clear set of criteria for each salary band offered.

In addition to the salary, this role will include a full benefits package, which will include:

- Hybrid Remote/In-Person Work
- 100% employer-paid health, dental, and vision coverage (individual); family coverage available
- Employer-paid Short-Term Disability and optional employee-paid Long-Term Disability
- 401K Administration
- 4 weeks PTO (increases with tenure at the organization)
- Up to one week of additional "Rest & Rejuvenation" office closure days
- Jury Duty, Vaccination, and Bereavement Leave
- Outdoor Retailer Discounts

APPLICATION PROCESS

Candidates should send a resume and cover letter to dan@citykidsdc.org with "City Kids Senior Manager of Grants and Communications" in the subject line.

The above statements are intended to describe the general nature and level of work to be performed by the individual assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties as necessary. Minimal heavy lifting and no strenuous activity are required; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. City Kids Wilderness Project is an equal opportunity employer.