



Open Arms of Minnesota Job Description: Grants Manager

Organizational Summary:

Open Arms of Minnesota (OAM) is a nonprofit that prepares and delivers healthy, nutritious food to people living with life-threatening illnesses. Our mission: by providing food as medicine, we nourish our clients and build community. In our two state-of-the-art kitchens, OAM staff members and more than 6,500 volunteers create meals specifically designed for our clients' nutritional needs. We use fresh and, whenever possible, organic ingredients, including produce from our own 5 Open Farms urban garden locations. Volunteers deliver meals throughout the Twin Cities metro area to approximately 3,687 clients, caregivers, and dependents annually, providing nourishment and hope for families dealing with life-threatening illnesses. In addition, families in need throughout Minnesota receive meals shipped to them weekly. There are no fees for any of Open Arms' services. Open Arms is a volunteer-driven organization and is culturally unique in our high commitment to an excellent volunteer experience.

To learn more, visit www.openarmsmn.org

Open Date: June 16th, 2026

Closing Date: Until filled

Position Overview: This position contributes to the fulfillment of Open Arms' mission by leading and managing the organization's existing foundation portfolio, as well as seeking and securing funding from new foundations. The Grants Manager secures external funding and oversees the full grant lifecycle. Responsibilities include researching funding opportunities, writing compelling proposals, and ensuring post-award compliance. As a member of the Relationships Department, this position supports Open Arms' relationship-centered approach by helping build and maintain positive, mission-aligned relationships with funders, volunteers, community partners, colleagues, and other stakeholders. As with all OAM staff positions, this position is responsible for helping ensure volunteers and interns have excellent experiences during all interactions with Open Arms and is expected to consistently maintain a high level of customer service to all guests, clients, and fellow team members.

Primary Job Responsibilities:

Research & Strategy

- **Prospect Research:** Identify and manage funding opportunities from government entities, private and corporate foundations, that align with the organization's goals. Keep current on local, state, national and government opportunities.
- **Maintain an up-to-date master calendar spreadsheet** tracking upcoming deadlines, required submissions, and reporting dates.
- **Enter all proposal submissions, denials, and awards** into Open Arm's CRM: Bloomerang. Set up task reminders within Bloomerang to ensure proper stewardship and reporting.
- **Funder Engagement:** Along with the Director of Development and Relationships, cultivate relationships with program officers, attend informational meetings, and understand shifting funder priorities.

- Monitor the grant pipeline and provide regular updates to the Director of Development and Relationships regarding proposal status, upcoming deadlines, funding opportunities, reporting requirements, and award outcomes.

Proposal Development

- Grant Writing: Write clear, persuasive, and data-driven narratives for grant applications, Letters of Inquiry (LOIs), and other proposals.
- Partner with Program, Operations, Volunteer Engagement, and Finance teams to develop accurate budgets and gather data, outcomes, stories, metrics, and other information needed for grant proposals and reports.
- Cross-Functional Collaboration: Partner with program and finance teams to design accurate budgets and gather necessary metrics.
- Review & Submission: Edit and finalize all application materials to ensure strict compliance with funder guidelines and submission instructions.

Grant Management & Compliance

- Award Administration: Track grant-funded activities to ensure projects stay on schedule and adhere to all legal and grant stipulations.
- Reporting: Work with Finance and Program Departments to compile and submit detailed financial and narrative reports to funders, outlining how awarded funds were utilized.
- Track grant deliverables and follow up with internal departments to ensure reports, outcomes, and required documentation are completed by funder deadlines.
- Multitask and manage several grant submissions or reports at once while working with various levels of staff to complete grant-related items.
- Follow up with grant-making organizations during their review of a submitted grant application to supply additional supportive material if requested.
- Maintain a working knowledge of the Open Arms of Minnesota mission and its programs.

Relationship and Engagement Team Participation

- Work with the Relationship and Engagement Team to create content for the annual report, newsletters, emails, website, and external tools to promote overall mission
- Assist other Relationship and Engagement Team members with special events, speaking opportunities and community activities when requested to do so.
- Participate in fundraising activities, staff, and department meetings.
- Assist with community partner-related events involving displays, speaking opportunities and organizational representation when needed.

Collaboration

- Provide occasional support in other operation areas including delivery of meals to clients, packaging meals in the kitchens, working at events, etc.
- Help ensure Open Arms provides an outstanding experience for all volunteers by regularly seeking meaningful and positive interactions with them and maintaining a positive, friendly, helpful attitude always.
- Support the mission, value, and brand of Open Arms of Minnesota.
- Other related duties as assigned.

Requirements:

- 4+ years of demonstrated success researching, writing, and successfully obtaining foundation and other grants.
- 4+ years of experience working within a non-profit development department.
- 4+ years' experience writing reports and tracking data for grants.
- Experience in planning and working within budgets.
- Experience researching, writing, securing, and managing foundation grants for nonprofit organizations.
- Demonstrated experience managing a grant calendar.
- Strong editing and proofreading skills, as precision in proposal language can directly impact funding success.
- Experience using donor, CRM, or grant management systems to track proposals, reporting requirements, and funder stewardship activities.
- Strong organizational and project management skills with demonstrated ability to manage multiple priorities, meet deadlines, and maintain attention to detail in a fast-paced environment.
- Advanced proficiency in Microsoft Word and Excel, including the ability to organize, analyze, and present grant-related information.
- Ability to think strategically, creatively, and proactively.
- Demonstrated ability to work independently and collaboratively.
- Ability to build effective working relationships across departments and collaborate with diverse stakeholders to gather information and meet grant deadlines
- Ability to provide friendly, excellent collaborative service to internal and external constituencies.
- Ability to create and contribute to a positive team environment.
- Willingness to provide occasional support in other operational areas as needed, including meal delivery, kitchen meal packaging, and support at events
- Ability to work onsite at either location.
- Reliable transportation and an active Minnesota driver's license, unrestricted for work-related driving, with an acceptable driving record and ability to be insured under current policies.
- Ability and flexibility to work occasional evenings and weekends.
- Sensitivity and commitment to diversity and ability to work respectfully with a wide array of co-workers and members of the community.
- A passion for the mission and values of Open Arms.
- Perform other related duties as assigned.

Physical Requirements:

- Ability to communicate verbally and in writing in English.
- Able to operate standard office equipment (such as telephone, computer, printer, and copy machine).
- Able to sit for extended periods of time and/or work on feet for extended periods of time.
- Ability to review and reply to documents and information on computer screens as well as to use a computer and variety of software programs.

Reports To: Director of Development and Relationships

Locations: 380 E Lafayette Frontage Rd, St. Paul, MN 55107

2500 Bloomington Ave Minneapolis, MN 55404

Pay Rate: \$70,000.00 annually - \$75,000.00 annually

Hours: 40 hours per week

To Apply:

Please send a resume and cover letter to:

OAM HR

- Email: jobs@openarmsmn.org
- Fax: 1-866-499-1630
- Mail: 2500 Bloomington Ave, Minneapolis, MN 55404

Benefits:

This position is eligible for an excellent comprehensive benefits package that includes medical/dental/life insurance, employee assistance program, pet insurance, commuter-transit and parking, paid Holidays, vacation and sick & safe time, retirement plan with employer match program. Employee-paid vision plan, voluntary life, short-term/long-term disability insurance, critical illness, hospital indemnity, and accident insurance are also available.

Open Arms of Minnesota is committed to hiring and fostering a diverse and inclusive workforce that leverages the skills and talents of all employees in our organization, regardless of race, gender, national origin, age, religion, sexual orientation, gender identity, familial status, disability, or socioeconomic status. We encourage all individuals with direct or transferable experience to apply for our open positions.

Equal Opportunity Employer