



15279 Alton Parkway, Suite 300
Irvine, CA 92618

freewheelchairmission.org

Job Title: Foundations and Grants Manager
Location: Free Wheelchair Mission, Irvine CA

Reports To: National Director of Development
Status: Full Time Exempt

Free Wheelchair Mission (FWM) is a humanitarian, faith-based, non-profit organization based in Irvine, California, USA. Our mission is to “Transform lives through the gift of mobility to people with disabilities living in developing nations as motivated by Jesus Christ.”

There are an estimated 75 million people around the world today in need of a wheelchair. We are focused and committed to being a leading provider of mobility in developing countries, but beyond placing a recipient in a wheelchair, we are bringing transformation that opens doors to education, employment opportunities, and community that these individuals only dreamed of before receiving the gift of mobility.

Free Wheelchair Mission is seeking a Foundations and Grants Manager who not only meets the requirements of the job but has an interest in being part of an organization that is making a significant difference in the lives of individuals in need throughout the world.

Job Summary:

Develop a comprehensive, well-coordinated, strategic fund development program to cultivate and solicit support from foundations and corporations. Coordinate and manage all applications, research, proposals and donor relations with foundations, corporations, and other funding opportunities associated with grants for Free Wheelchair Mission. Assist with fundraising, donor development, and special events as needed.

Responsibilities:

- Develop, write, and submit compelling proposals in accordance with donor requirements; and ensure grant acknowledgements and timely reporting in accordance with grant agreements and expectations.
- Develop effective strategies to identify, cultivate and steward potential foundation, corporate and philanthropic institutions.
- Serve as primary point of contact for foundations and grants.
- Develop a monthly calendar on when to apply for grants, conduct follow-up reports and other necessary actions.
- Conduct research on prospective funding opportunities and data entry in Salesforce as needed.
- Ability to travel both domestically and internationally for FWM.
- Attend and participate in FWM staff retreats and scheduled fundraising events
- Perform other duties as assigned in support of daily job duties by direct supervisor.
- Share the message of Free Wheelchair Mission and our goal, “to provide the transforming gift of mobility for the disabled poor in developing countries, as motivated by Jesus Christ.”

Minimum Experience and Required Skills:

- 3 years’ experience in nonprofit or philanthropic related field.
- Excellent writing skills and knowledge of foundations and experience in research and writing grants.
- Good computer skills (Microsoft Outlook, Excel, etc.), and data entry/donor management systems experience.

- Bachelor's degree (BS/BA).
- Excellent problem solving and interpersonal skills.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to **50** pounds.

All Free Wheelchair Mission employees who will engage in international travel are required to have an up-to-date, complete COVID-19 vaccination based on CDC and medical guidelines.

Compensation:

Dependent upon qualifications and experience.

How to Apply:

Please send cover letter and resume addressing your experience in regard to the responsibilities and qualifications listed above to jobs@freewheelchairmission.org with **Foundations and Grants Manager** in the subject line.

No phone calls please.

Free Wheelchair Mission is an EQUAL OPPORTUNITY EMPLOYER. This position is employed "at will" by Free Wheelchair Mission.