



JOB DESCRIPTION – (Foundation Grants Manger)

Department: Social Responsibility

Reports to: Executive Director, Social Responsibility

Classification: Full Time, Exempt

The Philadelphia 76ers is one of the most storied franchises in American sports, led by one of the industry’s most decorated and well-respected sports business executives in CEO Scott O’Neil. The Sixers have attracted the industry’s top leadership talent from the NBA, NFL, NHL, MLB, MLS, and NCAA, resulting in one of the most exciting, rewarding, and dynamic work environments within the entire sports industry. The Sixers offer an energetic working environment built on collaboration, growth, and a quest to excel in everything we do.

Position Summary: The Foundation Grants Manager will be responsible for developing and executing strategies to diversify and strengthen the Foundation’s funding streams from corporate, foundation and government funding sources. Specifically, the Manager will lead the strategic design, implementation, management, and evaluation of a robust portfolio of sport-influenced youth development investments associated with the Sixers Youth Foundation and Wilt Chamberlain Memorial Fund. The Manager will also track, report and analyze our inputs, outputs, outcomes and impacts of all 76ers social responsibility efforts.

Philadelphia 76ers, L.P. is an Equal Opportunity Employer.

Responsibilities include, but are not limited to the following:

- Manage the full lifecycle of the foundations’ grants and philanthropic investments including:
 - Partner with foundation team to identify prospective grantees and projects for investment consideration that align with the foundations’ giving priorities and other criteria
 - Perform required due diligence and research on applicants and grantees
 - Write grant proposals for new and existing programs and projects
 - Manage calendar of grant report and proposal dates
 - Continuously monitor and evaluate grant portfolio
 - Acknowledge and steward relationships with grant contacts
 - Schedule and coordinate site visits with potential and actual donors
 - Receive and process grants, grant modifications and payments
 - Ensure compliance with all grant contracts, agreements, outcomes and deliverables
 - Manage grantee records, information, documentation, and outcomes reporting
 - Draft, compile and circulate reports, grant agreements and any foundation findings
 - Prepare materials and communications for presentation to the board of directors and committee members as needed
 - Design, create and update applications and reporting templates – including creating work processes and testing processes prior to launch
 - Implement and manage grantmaking software to track, monitor and report on all grants and prospective grants
- Manage the day-to-day responsibilities of a full-time associate in the department.
- Integrate the U.N.’s Sustainable Development Goals into all of our work.

- Develop and implement a process to capture and report on all social responsibility investments made across the organization – including quantitative and qualitative measurements.
- Collaborate effectively with others to execute tasks and fulfill key deliverables. Create and foster relationships with cross-functional teams to expand, enhance, or modify services to support the social responsibility and overall organizational goals and priorities.
- Prepare and monitor operating budgets for all expenses related to the foundations' investments.
- Communicate at all levels of the organization. Providing timely updates on program milestones, accomplishments, and challenges.
- Cultivate and steward program partners and donors at 76ers events, home games and other community-based events.
- Provide support to other social responsibility and organizational events and programs as needed.
- Must be able to work 76ers home games, nights and weekends, variable schedule(s) as necessary.
- Other duties and responsibilities as assigned.

PROFESSIONAL COMPETENCIES

- Be a productive and valued member of the team; demonstrate flexibility and cooperation.
- Listen to others and communicate clearly and cordially with interns, staff, partners, consultants, donors and volunteers.
- Foster positive and respectful interactions and graciously collaborate effectively with teammates across the organization and the community.
- Serve as an effective ambassador of the Sixers:
 - Consistently conduct oneself in a professional manner that is above reproach, including genuinely and courteously interacting with all stakeholders
 - Demonstrate demeanor, character, attitude, and values consistent with the expectations of the organization and the Social Responsibility department.

Qualifications (educational, experience and basic knowledge requirements):

- Prior grant writing, funding and management, corporate foundation or family foundation experienced required
- Demonstrated record of attracting and securing major gifts from donors
- Experience in identifying, soliciting and closing gifts from corporate, foundation and government sources
- Background in foundation sector or nonprofit sector
- Familiarity with grant making databases as well as Microsoft Office Suite
- Demonstrated understanding of the needs and interests of youth and communities across the Greater Delaware Valley
- Understanding of how to provide shared value to foundations as well as community stakeholders
- Experience in engaging and stewarding diverse community members, staff and other key stakeholders
- Strong strategic, critical thinking and problem-solving skills
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal skills
- Must possess excellent organizational skills and attention to detail
- Ability to work and think efficiently and effectively as well as strategically and manage complex projects
- Ability to focus and perform amidst multiple project request, competing demands and at times shifting priorities
- Ability to take initiative, to perform independently as well as a member of the team
- Action-oriented, entrepreneurial, adaptable, and innovative approach to planning
- Must enjoy and thrive in a fast-paced work environment
- Genuine passion and interest in serving and supporting our communities
- Understanding of the power and influence of sport, in particular the game of basketball

Certifications

- None Required

Special Position Requirements

- Must be able to work 76ers home games, nights and weekends, variable schedule(s) as necessary.
- Ability to lift and carry up to 25 pounds of materials or equipment.
- Must have a valid driver's license and reliable transportation.

Prospective candidates can reach out to amyhever@76ers.com.
