

Position: Development Operations and Grant Administrator

Part-Time: Approximately 15 Hours per Week

Compensation: \$27–\$32/hour

Reports to: Executive Director

Location: Hybrid

Position Summary

Girls Inc. of Long Island seeks a highly organized, detail-oriented Development Operations & Grants Administrator to provide the operational infrastructure that supports the organization's fundraising and revenue-development efforts.

The Administrator will help ensure that development opportunities move from identification to action by coordinating grant submissions, maintaining donor and prospect information, tracking relationship follow-up, supporting development reporting, and keeping fundraising systems organized and current.

This is not a frontline fundraising, fundraising strategy, or events role. The Administrator supports the Executive Director, staff, Board members, consultants, and other relationship owners by ensuring they have accurate information, organized materials, clear next steps, and reliable follow-through.

Core Responsibilities

Development Operations & CRM

- Serve as the primary administrator for Network for Good and maintain accurate donor and prospect records.
- Maintain CRM data quality, including contact information, appropriate coding and segmentation, giving history, relationship notes, and next actions.
- Produce donor and prospect lists, including lapsed donors, recurring donors, campaign segments, and other targeted lists.
- Support gift processing, donor acknowledgments, recognition, and reconciliation processes in coordination with Operations.
- Maintain development calendars, files, templates, institutional information, and frequently used fundraising materials.
- Produce routine development reports for organizational leadership and Board use.

Grants Administration & Production

- Coordinate administrative workflow for foundation, corporate, and government grant opportunities.
- Review identified opportunities and verify eligibility, requirements, deadlines, and required attachments.
- Create submission checklists and internal timelines and coordinate required information from program, operations, and leadership staff.

- Maintain organized grant files, including applications, budgets, award letters, agreements, reports, and supporting documentation.
- Prepare first drafts of routine LOIs, grant applications, renewal requests, and funder reports using approved organizational language, program information, data, and source materials.
- Coordinate revisions and ensure approved applications and reports are complete and submitted by deadline.
- Maintain reporting and compliance requirements for awarded grants.
- Review automated grant-pipeline information for accuracy and flag deadlines, risks, missing information, and opportunities requiring staff action.

The position is not expected to spend significant time manually searching for grant opportunities or maintaining a grant dashboard that can be supported through automated systems.

Development Pipeline & Relationship Tracking

- Maintain the organization's development pipeline across individual donors, foundations, corporations, and other prospects.
- Track relationship owner, current status, last interaction, next action, responsible person, and deadline.
- Capture introductions and prospects generated through the Executive Director, Board, Advisory Board, consultants, staff, and community relationships.
- Prepare prospect profiles, meeting background materials, giving histories, and other information needed for cultivation and solicitation.
- Track follow-up commitments resulting from donor, funder, corporate, and community meetings.
- Flag stalled relationships, overdue follow-ups, and opportunities requiring leadership attention.

The Administrator maintains the system and follow-through; the Executive Director and designated relationship owners remain responsible for cultivating, soliciting, and stewarding key relationships.

Board & Fund Development Committee Support

- Provide administrative and data support to the Fund Development Committee.
- Prepare grant, donor, pipeline, and revenue information for committee and Board discussions.
- Track Board and committee introductions, assignments, follow-ups, and fundraising commitments.
- Maintain accurate Board Give/Get and fundraising-participation records.
- Document decisions, owners, next steps, and deadlines resulting from development meetings and monitor follow-through.

What This Position Does Not Own

The Development Operations & Grants Administrator does not own:

- Overall fundraising or development strategy

- Major-donor portfolio management or solicitation
- Corporate partnership strategy or primary corporate relationship management
- Event strategy, planning, or execution
- Marketing, communications, or organizational storytelling
- Primary relationship management for institutional funders
- Program design or program management

The Administrator may provide operational support in these areas but is not accountable for independently generating or closing revenue.

Qualifications

- Strong organizational and project-management skills, with exceptional attention to detail.
- Experience in nonprofit development, grants administration, fundraising operations, or a related area.
- Strong writing, proofreading, and editing skills.
- Experience working with a CRM or donor database; Network for Good experience is preferred but not required.
- Strong proficiency with Google Workspace and spreadsheets.
- Ability to coordinate multiple projects and deadlines without extensive supervision.
- Ability to work collaboratively across program, operations, leadership, and Board stakeholders.
- Sound judgment about what can be handled independently and what requires leadership attention.
- Discretion when working with donor, financial, personnel, and organizational information.
- Comfort using technology, including AI-enabled tools and automated workflows, to improve efficiency.

Schedule & Working Expectations

This is a part-time position averaging approximately 15 hours per week. The role requires participation in select staff and development meetings but is intentionally structured to prioritize execution.

Recurring meetings should generally account for no more than 2–3 hours per week, allowing the majority of the Administrator’s time to be devoted to grant production, CRM management, development operations, reporting, and follow-through.

Some flexibility may be required during major grant deadlines or fundraising campaigns.

Measures of Success

- 95%+ of qualified grant opportunities have a documented owner, next action, and internal deadline.
- 100% of approved grant applications and required funder reports are completed by deadline.

- CRM records are accurate, current, and usable for fundraising and relationship management.
- Donor, funder, and prospect follow-ups are consistently captured and tracked.
- Development reports and requested donor/prospect lists are produced accurately and on schedule.
- Board and Fund Development Committee commitments are translated into clear actions, owners, and deadlines.
- Development files and institutional materials remain organized and readily accessible.
- Leadership is alerted promptly to approaching deadlines, stalled relationships, missing information, and other development risks.

To Apply: Complete our online application by clicking [here](#).

Physical Requirements and Work Environment: This position requires the ability to operate phones, computers, and other office equipment, and the physical ability to perform light lifting. While performing the duties of this job, the employee is regularly required to sit, stand or walk; use hands to finger, handle, or feel; reach with hands and arms; stoop or bend; and talk or hear. The employee must occasionally lift and/or move up to 50 lbs. Work is performed in an office or classroom setting. This person may be required to travel to various locations throughout Long Island. Generally, the working conditions have little or no exposure to extremes in safety hazards or hazardous materials.

Equal Employment Opportunity: Girls Inc. of Long Island provides equal employment opportunities to all employees and applicants regardless of race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, veteran status, genetic information, or any other discrimination prohibited by law. The organization complies with all applicable federal, state, and local laws, regulations, and ordinances prohibiting employment discrimination.

Disclaimer: The above statements describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and/or skills required of all employees within this Class.