



POSITION: Grants and Communications Manager

REPORTS TO: Communications and Foundation Relations Director (CFRD)

JOB TYPE: Full-Time, Exempt, Hybrid/Aurora, CO

ABOUT BRENT'S PLACE

Brent's Place—the primary program of the Brent Eley Foundation (BEF) — is a long-term home away from home for families who have a loved one with cancer or other life-threatening illnesses while they receive treatment at local hospitals, providing a place of hope and healing. In addition to Safe-Clean housing, we provide a variety of uniquely tailored programs and support for the entire family designed to help in the healing process.

Who We Serve

We serve families with a loved one (children and adults) receiving bone marrow transplants, long-term oncology treatments, solid organ transplants, experimental treatments, and a wide range of other long-term medical crises. We work with physicians and hospital social workers to determine who needs our services.

Our Approach

In providing a home away from home for our families we focus on four key areas:

- **Physical Well-Being** – Brent's Place is, above all, a Safe-Clean haven for families who are far from home seeking life-saving medical treatment. We are one of the only long-term housing options capable of supporting an entire family during the long treatment process. Because we believe that together is always better, Brent's Place helps families stay together so that they may simply be together.
- **Financial Security** – Families staying at Brent's Place receive unlimited support, but never a bill. This allows them to focus on recovery and their family's well-being rather than the steep cost of relocation, housing, and food. Reducing expenses during treatment has long-term benefits and enables families to return home with a greater sense of financial security.
- **Psychological Well-Being** – Patients and families fighting serious illness face significant emotional trauma. The programs at Brent's Place are designed to help

each resident cope with the stress and anxiety associated with their medical journey. This support allows residents to focus on self-care and healing and may even help serve as protection against future mental health crises.

- **Family Life** – A medical crisis has the power to break families apart, but Brent's Place is here to protect them. We recognize that the continuation of everyday routines and family traditions provides stability for parents and children when their lives have been uprooted. We believe that offering families a warm and welcoming home away from home, as well as opportunities to create happy memories, builds love, trust, and resiliency. This foundation strengthens families during treatment - and for a lifetime.

Brent's Place is a special team, who lives by the values of compassion, integrity, respect, responsibility, and quality of life—we are looking for new team members to join us. If our mission and approach speak to your heart, keep reading.

POSITION SUMMARY:

The heart of Brent's Place is to provide a place of hope and healing for families. This role plays an integral part in sharing the message of Brent's Place with our community in three identified focus areas;

1. **Relationship Management:** Build strong funder relationships by cultivating, soliciting, and stewarding a portfolio of up to 50 foundations through clear, purposeful, and persuasive presentations of Brent's Place's mission - offering impactful philanthropic opportunities via visual, written, and spoken mediums.
2. **Program Coordination:** Organize and execute collaborative management of resources, platforms, systems, and processes to support the growth of the organization's grant program and strategic communications efforts.
3. **Project Management:** Plan, execute, and manage the logistics of communications projects by collaborating with cross-functional teams to set project timelines, allocate resources, and ensure effective communications deliverables are completed on time and within budget.

RESPONSIBILITIES INCLUDE:

Grant Writing and Program Management: 70%

- Develop and write compelling and responsive proposals for current and potential foundation donors, aligning their grantmaking priorities with relevant organizational programming.

- Ensure that programs, statistics, and the organizational mission are accurately represented and effectively communicated to all foundation partners.
- Maintain an organized system for monitoring and managing grant activities, including current giving opportunities, prospects, submissions, awards and declines, reporting requirements, and deadlines.
- Draft and edit accurate and up-to-date letters of intent, reports, attachments, and other necessary supporting documents for foundation funders.
- Conduct prospect research and proactively pursue opportunities to generate new grant funding sources.
- Ensure timely constituent record updates in the organization's CRM, DonorPerfect.

Marketing and Communications Project Management: 30%

In collaboration with the Communications and Foundations Relations Director:

- Via key messaging platforms and campaign outlines manage day-to-day logistic support of external MarComm vendors.
- Assist with organization-wide print collateral production and restocking (i.e., letterhead, business cards, birthday/sympathy cards, branded merchandise, etc.).
- Compile the joyful and magical moments at Brent's Place via photos and/or videos of internal and external events and/or programming.
- Partner with external digital communications vendors to schedule and approve staff-generated and vendor-created social media content.
- Partner with CFRD to review and approve all print and digital deliverables.
- In partnership with other Brent's Place teams, identify needs and assist with internal communications.
- Collaborate cross-departmentally on content creation and manage monthly digital monitor slide updates to enhance internal communications with residents, visitors, and staff.
- Manage quarterly pediatric and adult patient family photoshoots (promoting internally, booking photographer, scheduling sessions, securing necessary media release forms, sharing final photos with families, booking follow-up patient story interviews, and filing assets on Canto).
 - Additionally, promote and facilitate new headshots for staff as needed.
 - Create and manage a system for obtaining, filing, and tracking necessary photo releases.
- Maintain production calendar via Monday.com and manage new project requests via Monday.com intake form.
- Develop and maintain an accurate and up-to-date local and regional media contact list.
- Update and manage email lists in Constant Contact.

- Act as systems administrator for digital assets management system, Canto.
- Review and respond promptly, accurately, and cordially to all inquiries received via marketing@brentsplace.org.

WHAT WE VALUE FOR THIS ROLE:

Brent's Place is seeking an experienced, highly organized, dynamic development professional with a track record of successful individual fundraising and relationship management. The Grants and Communications Manager should also have demonstrated experience developing and implementing creative strategies for communication and funding to support mission-driven organizations.

- Proven grant writing experience creating mission-focused proposals.
- Established track record of marketing and communication experience to deliver key-messaging.
- Demonstrated ability to manage numerous complex tasks simultaneously; anticipate and meet deadlines; use time effectively; problem-solve independently in a small staff atmosphere; and function in an often stressful and quick turn-around environment.
- Proficiency with widely used business management software programs (e.g. Microsoft Word, Excel, and PowerPoint) as well as donor database programs. Donor Perfect experience a plus.
- Ability to set and achieve short and long-term goals.
- Proven operational, management and communication skills.
- Self-motivation, positive energy, drive, stamina and enthusiasm are required. A sense of humor is appreciated.
- Superior written, editing, verbal communication and interpersonal skills.
- High degree of personal responsibility and integrity.
- Healthcare-related non-profit experience preferred.
- Bachelor's degree preferred.

WORK ENVIRONMENT AND SCHEDULE

Our work environment is dynamic as we walk alongside families in medical crises. No one day looks the same as we respond, support, and care for our families. High emotional energy and stamina are needed to join our compassionate team, who work seamlessly together to support our families and care for one another. After initial onboarding, the Grants and Communications Manager will work at our Brent's Place office 3 days per week and at a local remote location 2 days per week.

COMPENSATION AND BENEFITS:

Compensation will be commensurate with experience with the pay scale of \$57,000 - \$67,000 for an annual full-time salary. A comprehensive benefits package including Trusted Time Off (TTO), sick leave, holidays, health, dental, supplemental and life insurance, and retirement plan contribution is available.

DIVERSITY, EQUITY, & INCLUSION:

Brent's Place is committed to creating a diverse environment and is proud to be an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

OUR APPLICATION PROCESS:

We are excited that you are interested in joining our team. Please share the following information with us:

- Cover letter (1-page, maximum) or a five-minute video that addresses these three prompts:
 1. Why do you want to join the Brent's Place team?
 2. What qualities make a good communications team member?
 3. Briefly share with us your experience with being a part of an organizational Diversity, Equity and Inclusion journey.
- Resume or LinkedIn profile

A complete application, which includes a cover letter or video as outlined and a resume or LinkedIn profile, is required for consideration for this position. Please send this information via email with the subject line, "Grants and Communications Manager", to jobs@brentsplace.org.

We know that job searches can be stressful, especially if you don't understand the process. So here is what you can expect from us:

- We are accepting applications until Monday, February 17, 2025. Applicants will be reviewed on a rolling basis, and each candidate will be contacted once their application has been reviewed.
- Candidates who are moved onto the initial Zoom screening round will be contacted on a rolling basis.

- Finalists will be notified by Friday, February 21, 2025.
- Finalists will be invited for three additional panel interviews to be completed by Friday, March 7, 2025.
- Our goal is to make an offer by Friday, March 14, 2025, with a targeted start date of April 1, 2025.

Thank you again for your interest in joining the Brent's Place team. We look forward to getting to know you through our application process.