



Grants & Development Administrator Impact Description May 2026

ORGANIZATION AND POSITION INFORMATION

The mission of Norris is bold and unwavering: transforming lives through the power of connection and healing. For more than 100 years, we have stood alongside children, youth, and families during their most vulnerable moments — not simply providing services, but restoring hope, rebuilding trust, and creating pathways forward.

Our purpose is anchored in our “Why”: We are the connection that gives children and families the safety to tell and understand their story — the impact it has — and the belief that their future holds endless possibility. This is not philosophy. It is practice. Every program, every staff member, and every decision is guided by a clearly defined framework rooted in Norris’ five core values: Belonging, Connection, Integrity, Safety, and Communication.

Our vision is clear: to be both a Provider of Choice and an Employer of Choice. Our century-long legacy of caring gives us a deep understanding of community needs and positions us to design innovative, responsive services. We invest heavily in the training, tools, and support our staff need to carry this mission forward with excellence and accountability every single day. Norris operates three integrated pillars of service: group care programs, therapeutic foster care, and community-based programs.

The Grants & Development Administrator is a new position for Norris and its impact on our mission will be immense. The Administrator will help maintain and grow a diversified source of revenue and meaningful donor relations to ensure Norris can fulfill its important mission. The new Administrator will serve a critical role for the organization and for the diverse array of services Norris provides. The Administrator will research, support the preparation, write, organize, submit & monitor grant applications, ensuring that all materials meet guidelines & Norris’ strategic priorities. They will be responsible for organizational marketing and branding efforts. The Administrator will research, find, apply, & collaborate with internal staff and external partners to ensure the accurate and timely completion of grant-related materials. In addition to grant writing tasks, the Administrator will focus on a variety of other resource development activities in support of Norris’ mission, including donor development, community engagement and fundraising. The Administrator will create creative narratives, gather data, and refine applications to ensure that funding priorities are achieved. They will also collaborate with executive officers, the finance team, and Board & staff leadership to develop strong relationships, and develop proposals and coordinate and gather data and statistics. The position expectations will include an identified number of written grants per year.

To learn more about Norris, Inc., please visit: <https://www.norriscenter.org/>

PRIMARY DUTIES AND RESPONSIBILITIES

- Seek out, develop, and write grants that would support all aspects and programs of Norris.
- Partner with Norris leadership to inspire giving that advances the mission and drives awareness.
- Create and drive strategies to successfully grow diverse revenue streams and create a culture of philanthropy.
- Serve as the primary staff liaison and as a resource to the Board of Directors on all matters related to fund development and grant writing sources.
- Research, pursue and manage grant writing and identification of new grant opportunities electronic solicitations, grant/gift reports, and other fundraising support documentation.
- Craft compelling donor communications and marketing materials that resonate with potential donors; Communicate complex ideas clearly and persuasively in funding proposals, applications, and presentations.
- Partner with the leadership and program staff to develop grant proposals.
- Research grant opportunities and possibilities, both local and national, from government and non-government entities and foundations.
- Design comprehensive grant proposals and supporting documents based on the organization's funding requirements.
- Cultivate meaningful relationships with potential, current, and future fund providers and other stakeholders.
- Donor relations & community outreach & engagement.
- Fundraising & event coordination.
- Maintain relevant records, including outcomes and compliance data, and submit timely reports to related sources.
- Contribute to the development of Norris' short-term and long-term strategic plans by anticipating the future, articulating direction, and unifying efforts based on Norris' overall goals.
- Grants monitoring, compliance and reporting officer.
- Evaluation will be based on the number of grants applied for as well as number of grants awarded and amounts.
- This position reports directly to the Executive Director.



ATTRIBUTES AND QUALIFICATIONS

- Demonstration/documentation of grant writing experience that includes, but is not limited to, knowledge of grant sources, grant writing skills, successful grant awards/acquisition.
- Deep understanding of and ability to articulate the Norris mission, values and vision.
- Strong analytical skills and experience interpreting a strategic vision into an operational model.
- Demonstrated experience in the development of resources, business development or related fields, or equivalent combination of education and experience required.
- Effective written, verbal, analytical, organizational, databases knowledge, and interpersonal skills.
- Experience with CRM databases is preferred.

COMMITMENTS FROM NORRIS

Norris is an Equal Opportunity Employer and Service Provider. Our programs, services, and employment are available to all individuals on an equal basis regardless of race, color, religion, sex (including pregnancy), national origin, age, disability (including those with sight or hearing impairments), marital status, sexual orientation, gender identity, arrest or conviction record, the ability to speak English and any other category protected by federal or state law.

The annual salary range for this leadership position begins at \$85K and offers the following generous suite of benefits:

- 403(b) Retirement Savings Plan
- Health, Dental, & Vision Insurance
- Life & Disability Insurance
- Paid Time Off
- Paid Holidays
- Flexible Work Schedule
- Tuition Reimbursement - * per employee handbook
- Employee Assistance Program
- Eligibility for performance rewards

Norris provides comprehensive training, support and a competitive salary and benefits package. We believe that taking care of our team is as important as taking care of the youth and families we serve. The campus allows Norris staff to engage in frequent self-care and wellness practices.

Please note: In order to perform the essential functions and meet the requirements of this position, the Grants and Development Administrator is expected to physically be on the Norris campus for the majority of their job functions and responsibilities.

INSTRUCTIONS FOR APPLICANTS

For full consideration of this position, please email all items below, combined into one document, to NORRISGDA@leadingtransitions.com, attention: Mindy Lubar Price, President & CEO, Leading Transitions LLC, 1345 N. Jefferson St., Suite 350, Milwaukee, WI 53202 no later than **5:00 p.m. CST on May 27, 2026**:

- A letter demonstrating your qualifications for the Grants & Development Administrator position that includes your interest in the mission of Norris, a description of your salary parameters, and details on your successes with grant procurement,
- A detailed and updated resume and,
- The names of, your relationship to, and contact information for three professional references.
*References will not be contacted until a candidate has been notified.

Please note:

- Offers of employment are contingent upon clear results of thorough background and reference checks.
- All inquiries and interactions with potential candidates are kept in strict confidence.
- This position will remain open until it is filled.

Leading Transitions is committed to the vitality of mission-based, nonprofit, philanthropic, and community-centered efforts and organizations, and their leaders. The firm's inclusive practices provide the flexibility and creativity necessary to adapt to the intricacies and dynamics of any community. We believe that periods of change are transformational and bring great new opportunities.

