

Jake Botticello

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SUMMARY

Grants leader who builds the funding strategy, translates complex requirements, and carries proposals through budget review, compliance, and the full award lifecycle. Across Triad and UMA, drafted and supervised over 450 letters of inquiry, proposals, and reports for municipal, nonprofit, and institutional funding work. Combines persuasive writing with client leadership, team development, and financial review.

EXPERIENCE

Director, Grants Research & Development, Ultimate Medical Academy (now Vocate) | Nov 2023 – Jan 2026

- Built the centralized grants function and its pre- and post-award workflows at a national nonprofit healthcare institution, leading the grants team of about 6 people.
- Rewrote fiscal and acquisition policy to Uniform Guidance (2 CFR 200), Department of Education, Department of Labor, and state-funder requirements; developed aligned review procedures.
- Assessed over 500 funding opportunities annually for eligibility, regulatory requirements, financial risk, and institutional readiness; translated funder directives into practical guidance for program and finance teams.
- Led the UMA team that raised \$4M in foundation and corporate funding, alongside a grants function supporting over 60 submissions annually.
- Refined grant-seeking strategy through quarterly win-rate, reviewer-feedback, and funding-trend reviews; improved first-pass proposal approval rates by 30%.
- Improved editorial throughput by 15% using Copilot for AI-assisted editing, connecting writing support with the institution's review and compliance work.

Senior Associate, Triad Associates | Jul 2019 – Oct 2023

- Roles: Senior Project Manager, Economic & Community Development Consultant, and Grant Writer.
- Developed long-term funding strategies and managed grant lifecycles for municipal and nonprofit clients; served as client manager for 8 of the firm's 10 biggest clients.
- Integrated technical, demographic, and economic evidence into infrastructure and development proposals; interpreted funding regulations and reviewed submissions for compliance.
- Reviewed financial statements, budget narratives, and cost allocations, coordinating client stakeholders, contributors, subcontractors, and overlapping deadlines.
- Personally drafted over 120 letters of inquiry, concept papers, proposals, and reports; trained and mentored seven junior grant writers.
- Contributed to over \$50M in Triad client awards, including the ~\$36M multi-county infrastructure award as project director.

Founder & Principal, Pyris Consulting | 2026 – present

- Own client discovery, requirements analysis, architecture, and delivery for founder-led businesses; translate operational needs into working systems and documented decisions.
- Build and operate client workflows through an agent-directed specification, review, and live-verification process, with responsibility extending to fractional-COO engagements.

Founder & President, Lucid Software Solutions | Sep 2009 – May 2019

- Owned the product, customer relationships, contracts, rollout, and books for a two-person custom SaaS company; the partner wrote the code.
- Worked directly with business owners and executive stakeholders in wireless retail, insurance, and dealerships; translated client requirements into architecture and delivery.

Operations Manager & Trainer, Cellular Sales (Verizon partner) | Aug 2009 – Mar 2019

- Trained 200+ staff and wrote the operating procedures the market ran on, maintaining a shared reference for pricing, inventory, and operational standards.
- Ran market operations through long absentee-ownership stretches and created executive presentations, facilitator guides, and training materials to support staff execution.

Committee Member, Pittsgrove Township Committee | 2018 – 2020

- Authored and managed a brownfield-to-solar redevelopment into an operating installation, returning ~10% of the township budget in revenue and cutting electric bills up to 40% for the lowest-income residents.
- Drafted funding briefs and Governor's Office briefing documents, reviewed municipal funding requests, standardized proposal/reporting templates, and trained administrative staff in grant-style writing.
- Won discretionary state funding for a township fiber-loop/cell-booster feasibility study by presenting to the Lieutenant Governor, Senate President, and Assemblyman John Burzichelli.

SKILLS & EXPERTISE

Funding: grant development · grant research · grant compliance · funder relationship management · fiscal and acquisition policy

Client & Delivery: client discovery · requirements analysis · strategic planning · municipal/county consulting

Regulation & Agreements: 2 CFR 200 · Uniform Guidance · grant agreements · NICRA

Collaboration & Research: Teams · Instrumentl · Google Workspace · Zoom · Monday.com · Candid · GrantWatch · grants.gov · SAM.gov

Federal Funding: Economic Development Administration · Department of Agriculture · Environmental Protection Agency · Department of Education · Department of Labor · Department of Transportation

Programs & Agencies: congressional community-project funding/earmarks · Federal Aviation Administration · National Science Foundation · Federal Emergency Management Agency · National Endowment for the Arts

SELECTED PROJECTS

Bluewire Media: Municipal document repository for a ~65K-resident township, with public browse, gated staff access, and an admin audit trail. Translated operational constraints into a role-scoped delivery design.

INDEPENDENT PROJECTS · ETHOSTELEOS.DEV

The Situation Room: Designed a coding room with an append-only event log, shared permission checks, and authenticated handoffs. Built by directing a cross-vendor agent team, making responsibilities and review decisions explicit in the workflow.

Alexandria: Context-management MCP server with a derived index and source-file hash verification. Background cloud Claude describes changed files through a locally launched process; the system supports session orientation and verified source retrieval.

EDUCATION

University at Buffalo (2003–2007): Bachelor's degree in English & Communications, with a Comparative Literature minor.