



Job Description

Grants Manager

Department: Staff

FLSA Status: Part-time, Non-Exempt, Hourly

POSITION SUMMARY:

Responsible for securing and managing institutional funding from government agencies, corporate sponsors and private foundations. This role serves as the central bridge between programming, finance, and external funders, ensuring all grant-funded programs meet strategic goals, budgetary requirements and strict compliance standards. This position will work closely with and report directly to the Executive Director and Assistant Director.

ESSENTIAL FUNCTIONS:

- Research and identify new corporate, foundation and government funding opportunities that align with the organization's mission
- Write compelling grant application narratives, letters of intent (LOIs) and case-for-support proposals
- Coordinate proposal budgets in collaboration with the finance and program teams
- Maintain a master calendar of application deadlines, reporting schedules and prospective submissions
- Oversee the full lifecycle of awarded grants, ensuring strict adherence to funder stipulations and legal regulations
- Partner with the finance department to monitor grant expenditures against approved budgets and track financial performance
- Maintain master files, documentation libraries and grant tracking database
- Flag any financial discrepancies, operational delays or compliance risks early for corrective action
- Gather qualitative and quantitative impact data from program directors to evaluate outcomes against stated objectives
- Draft and submit accurate, comprehensive programmatic and financial progress reports on schedule
- Cultivate ongoing, professional relationships with foundation officers and institutional donors through check-ins and site visits

NON-ESSENTIAL FUNCTIONS:

- Other duties as assigned

EDUCATION/TRAINING:

- Bachelor's degree in Nonprofit Management, Public Administration, English, Communications, Business Finance or related field is a plus
- 3 to 5 years of professional experience in grant writing, institutional fundraising or nonprofit administration
- Demonstrated success in securing grants from corporate, foundation or government sources
- Experience working in a public environment with multiple departments, programs, or operational functions preferred

EXPERIENCE/SKILLS:

- Exceptional persuasive writing and editing skills with a sharp eye for grammar and detail
- Basic understanding of nonprofit budgeting, financial reporting and expenditure tracking
- Strong organizational and time-management skills
- Ability to manage multiple overlapping deadlines across different departments
- Ability to manage multiple priorities in a busy, public-facing environment
- Strong leadership, communication, and interpersonal skills
- Ability to make sound decisions and respond effectively to unexpected situations

- Ability to maintain accurate records and documentation
- Ability to remain professional and composed during stressful or high-volume situations
- Ability to work flexible hours, including evenings, weekends, holidays, and special events when operational needs require
- Ability to work with a variety of difference people, to work well under time constraints, and in stressful conditions
- Ability to work independently or with limited supervision
- **Excellent** communication, organization and time management skills
- **Outstanding** organizational, inventory tracking and leadership skills, detail oriented
- Excellent initiative
- Dependable

WORK SITUATIONS:

- *Communication* - The ability to relate to people in situations involving more than giving and receiving instructions.

- *Direction, Control and Planning* - Adaptable to accepting responsibility for the direction, control, or planning of an activity. The employee may be in a position to negotiate, organize, direct, formulate practices, or make final decisions.
- *Feelings or Ideas* - Adaptable to situations involving the interpretation of feelings or ideas in terms of personal viewpoint. The employee may be called upon to use creativity, self-expression, or imagination.
- *Influencing* - Adaptable to influencing people in their opinions, attitudes, or judgments. The employee may be in a position to motivate, convince, or negotiate.
- *Measurable or Verifiable Criteria* - Adaptable to making generalizations, judgments, or decisions based on measurable or verifiable criteria. The employee may make evaluations on the basis of data.
- *Performing Under Stress* - Adaptable to situations requiring the precise attainment of set limits, tolerances, or standards. The employee may need to be precise, thorough, exacting, or meticulous in regard to material worked; or in activities such as numerical determinations, record preparation, or inspecting.
- *Sensory or Judgmental Criteria* - Adaptable to making generalizations, judgments, or decisions based on sensory or judgmental criteria. The employee may rely on one or more of the five physical senses or rely on knowledge gained by experience to make evaluations.
- *Set Limits, Tolerances, or Standards* - Adaptable to performing under stress when confronted with emergency, critical, unusual, and/or dangerous situations; or in situations in which working speed and sustained attention are make or break aspects of the job.

PHYSICAL DEMANDS:

- *Light Work* - Exerting up to 20 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly to lift, carry, push, pull, or otherwise move objects.
- *Balancing* - Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery, or moving surfaces.
- *Carrying* - Supporting the weight of an object with hands and arms and moving from one place to another.
- *Climbing* - Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like, using feet and legs and/or hands and arms.
- *Crouching* - Bending the body downward and forward by bending legs and spine.
- *Fingering* - Picking, pinching, or otherwise working with fingers.
- *Eye-Hand-Foot Coordination* - The ability to coordinate hand and/or foot motions with visual stimuli in order to engage in or perform physical activities, such as typing, operating vehicles or mechanical equipment, etc.
- *Handling* - Seizing, holding, grasping, turning, or otherwise working with fingers and/or hands.
- *Hearing* - Perceiving the nature, intent or meaning of sounds.
- *Kneeling* - Bending legs at the knee to come to a rest on knee or knees.

- *Lifting* - Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.
- *Pulling* - Exerting a force so as to move an object toward the individual.
- *Pushing* - Using upper extremities to press against something with steady force in order to move forward, downward, or outward.
- *Reaching* - Extending hand(s) and arm(s) in any direction, especially upward in placing or retrieving objects.
- *Standing* - To be upright supported by the buttocks and thighs.
- *Talking* - Expressing or exchanging ideas by means of the spoken word.
- *Walking* - Moving about on foot to accomplish tasks.
- *Seeing* - The ability to perceive the nature of objects by the eye. The important aspects of vision are:
 - (a) Clarity of vision at 20 inches or less.
 - (b) Clarity of vision at 20 feet or more.
 - (c) The ability to judge distance and space relationships.
 - (d) The ability to identify and distinguish colors.

OTHER REQUIREMENTS:

- *Travel* - will require occasional travel.
- Valid State Driver's License

SUPERVISION/CONTACTS:

- Receives supervision from the Executive Director and Assistant Director.
 - Daily contact with staff, volunteers, and visitors.
 - Daily contact with employees, funders
-

Grants Manager

I certify that I have reviewed and understand all of the requirements of performing this job and that I am capable of meeting each and every requirement, with or without reasonable accommodation. I understand that the essential and/or non-essential functions and the associated abilities, requirements and conditions outlined above describe the general nature and level of the work performed. I understand that they are not intended to and in no way represent an exhaustive listing of all tasks involved in performing the job. I understand that business necessity may dictate changes in the position requirements at any time. I understand that even though I may be able to perform the job, there are other requirements I must meet before being offered the job. I understand that I must perform all essential and non-essential functions in a manner that is not hazardous to myself or to others. I also understand that any employment relationship with this company is of an "at-will" nature, which means that if employed I will be free to resign at any time, and that the Company may terminate my employment at any time, with or without prior notice.

Signature

Date