 **POSITION DESCRIPTION**

**Title:** Grants Manager **Prepared date:**  May 2020

**Department:** Development and Communications **FLSA Status: E**xempt

**Reports to:** Director of Development and Communications **Schedule:** 40 hours per week

**General Description:** Coordinates grant proposals, applications, and reports to foundations, corporations, and government agencies; assists with writing and editing internal and external communications; and supports program outcomes measurements.

**Essential Duties and Responsibilities:**

* Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to foundation, corporate and government (local, state and federal) sources.
* Perform prospect research on foundations, corporations, and government programs to evaluate opportunities for new funding resources.
* Comply with all grant reporting as required by funders.
* Collect data from finance staff to generate financial reports and accurate budgets for grant proposals and reports.
* Work with program staff to identify funding needs, as well as to collect and report information for grant proposals and reports.
* Maintain grants tracking and reporting management system.
* Provide stewardship to current grant donors through communications with program officers and contract managers on issues related to grants management and funder cultivation.
* Coordinate meetings and site visits with current and prospective funders.
* Provide consistent communication for all written institutional materials, including but not limited to grant proposals and reports, annual reports, website, contract monitoring materials, advocacy materials and other official communications.
* Collaborate with Compliance Manager to develop program outcomes measurements.
* Manage outcomes reporting in collaboration with Compliance manager and program staff.
* Run reports in Homeless Management Information System as needed to respond to data requests from staff and funders.
* Contribute to Development and Communications department team effort.
* Perform other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

* Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals.
* Ability to meet deadlines and manage multiple, complex projects with effective attention to detail.
* Demonstrated stewardship experience including generating thank you and acknowledgement letters and anticipating other communication needs that strengthen long-term relationships with donors.
* Demonstrated high-level of proficiency in Microsoft Word and Excel.
* Comfortable working with budgets and interpreting financial statements.
* Demonstrated passion for social justice.
* Ability to establish and maintain positive working relationships, and to contribute to team environments.
* Comfortable working with databases.

**Qualifications**

* Undergraduate degree required, preferred degree in communications, nonprofit management, English, or related field.
* Three years of professional writing experience required. Grant writing experience preferred.