



## Grants Manager Job Description

**ABOUT CASA DE ESPERANZA:** Casa de Esperanza de los Niños strives to break the cycle of child abuse and neglect for at-risk infants, children, and their families by providing comprehensive residential and family support programs that transform people and communities. Casa de Esperanza has provided quality residential, medical, and psychological care for infants and young children in crisis due to abuse, neglect or the effects of HIV/AIDS without charge since 1982.

**POSITION SUMMARY:** The Grants Manager plays a critical role in securing needed funding for the organization as grant funding makes up fully a quarter of the organization's annual budget. Organization is key in this position as the Grants Manager must maintain a schedule of due dates for grant applications and reports from more than 100 foundations and corporate grantors. The Grants Manager must possess excellent written and verbal communications skills and the ability to effectively coordinate the proposal/report writing process with various staff. The Grants Manager must see the "big picture," and gather needed information from program personnel to determine funding needs. The Grants Manager must be able to discern appropriate funding opportunities, exercise independent decision making, be an astute researcher, and be able to juggle multiple projects simultaneously. This position is an integral part of the Development team-staying abreast of Development activities and integrating proposal writing projects is essential.

**SALARY:** \$70,000 Annually.

**TO APPLY:** Email cover letter and resume to [dtalmadge@casahope.org](mailto:dtalmadge@casahope.org)

**CLASSIFICATION:** Full-Time/Non-Exempt (Salaried)

**EDUCATION:** Bachelor's degree

**EXPERIENCE:** Six years of experience in Non-Profit Development and proposal/report writing preferred

**REMOTE ELIGIBILITY:** This position is eligible for two days of remote work per week. Additional remote work can be requested after three months of employment.

### MINIMUM QUALIFICATIONS:

- Completed Application and References
- Cleared Background Check
- Clear Pre-Employment Drug Screen
- TB Screening

### KNOWLEDGE, SKILLS, & ABILITIES

- Excellent writing, analytical, research and communication skills

- Self-motivated, highly organized, and detail oriented
- Ability to plan, prioritize, and coordinate multiple projects with multiple departments/constituents
- Ability to work under pressure to meet deadlines for grant opportunities
- Ability to utilize innovative techniques and ingenuity in preparing grant proposals / applications
- Ability to read, interpret, and apply funding requirements and rules
- Ability to review expenditures to ensure grant compliance; ability to read budgets and financial statements
- Ability to gather, analyze, and synthesize a variety of data and communicate it in a succinct form
- Capacity to be an effective representative of the agency to grantors and potential donors
- Proficiency in Microsoft Office required; proficiency in a donor database preferred

**REPORTS TO:** Director of Development

**ROLES AND RESPONSIBILITIES:** The Grants Manager has both external and internal facing responsibilities including identifying, developing, writing, and submitting grant proposals; conducting on-going reporting and relationship management with grantors; and contributing to the broader funding goals of the Development Team.

- Lead the grant proposal, development, submission, and stewardship for the organization
  - Research new and existing grant funding opportunities
  - Write proposals and grant documents according to grantor's requirements
  - Prepare grant applications for submittal and prepare reports at least annually or as required by granting agencies
  - Maintain a master calendar of grants, prospects, and reports
  - Maintain a record of grants requested, received, and pending for reporting purposes
  - Maintain grant compliance and reporting including outcome measurement
  - Review revenues and expenditures, project status, to ensure proper expenditures are made according to grant designations/requirements
  - Document actions in database for purposes of communication and follow-up
  - Schedule and participate in site visits for Foundations and prospective grantors
  - Establish, build, and maintain relationships with grantors through interim contacts for donor retention and thank you letters
  - Maintain donor files with a record of donor history according to agency guidelines for record retention; maintain grant documentation
  - Anticipate potential changes in foundation funding strategies and identify solutions to these changes
  - Conduct interdepartmental meetings to identify and prioritize project needs, coordinate, and research grant preparation assignments
  - Coordinates with program staff for the collection and compilation of statistics needed for reports to grantors
  - Advise program staff well in advance of any deadlines of specific actions or expenditures to meet grant requirements
- Contribute to the establishment of fundraising goals, objectives, and strategies
  - Provide timely advice and information on funding opportunities, requirements, and procedures; collaborates in defining and implementing project funding strategies
  - In conjunction with Development Team, contribute to forecasting annual revenue projections

- Perform other duties as assigned

### **PHYSICAL REQUIREMENTS**

The position entails exerting up to 10 lbs. of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. The position involves sitting most of the time but may involve walking or standing for brief periods of time.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.