



## 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 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 from more than 100 foundation and corporate grantors. Organization is key in this position as the Grants Manager must maintain a schedule of due dates for grant applications and reports. 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, 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. This position may have the opportunity for a hybrid work-from-home-schedule.

**EDUCATION:** Bachelor's degree in English or related field desired

**EXPERIENCE:** Applicant must have six years of experience in Non-Profit Development and proposal/report writing or any equivalent combination of education and experience which provides the skills, knowledge, and ability necessary to perform the tasks.

### MINIMUM QUALIFICATIONS:

- Completed Application and References
- Cleared Background Check
- Clear Pre-Employment Drug Screen
- TB Screening
- Remain fully vaccinated against COVID-19

### KNOWLEDGE, SKILLS, & ABILITIES

- Excellent written and verbal communication skills
- 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 take initiative and utilize innovative techniques and ingenuity in preparing grant proposals / applications

- Skill in researching available grant opportunities
- Ability to read, interpret, and apply funding requirements and rules
- Ability to gather, analyze, and evaluate a variety of data
- Capacity to be an effective representative of the agency to grantors and potential donors
- Proficiency in Microsoft Office and in a donor database (Raiser's Edge preferred)

**REPORTS TO:** Director of Development

**ROLES AND RESPONSIBILITIES:**

In consultation with other Development team staff, the Development Committee, program, and finance staff, the Grants Manager establishes goals, objectives and strategies for fund raising; implements strategy and tracks progress to meet goals; and follows through on goal completion. Specific responsibilities include:

- Research grant programs, guidelines, and application process
- Maintain a calendar of deadlines and due dates for grant applications and reports
- Write and submit funding applications/proposals according to grantors' guidelines
- Conduct interdepartmental meetings to identify and prioritize project needs, coordinate, and research grant preparation assignments
- Edit draft applications for accuracy, completeness, and clarity and submittal of all applications in accordance with grant requirements
- Provide timely advice and information on funding opportunities, requirements, and procedures; collaborates in defining and implementing project funding strategies
- 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
- Prepare grant applications for submittal and prepare reports at least annually or as required by granting agencies
- 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
- Maintain a record of grants requested, received, and pending for reporting purposes
- Send thank you letters to grantors
- Build and maintain relationships with grantors through interim contacts for donor retention
- With Development team, assist in completing annual revenue projections
- Maintain donor files with a record of donor history according to agency guidelines for record retention
- Works cooperatively with Development Team to accomplish fundraising goals
- 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.

**SALARY:** \$60,000 - \$65,000 annually.

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