



# GRANTS MANAGER

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**DEPARTMENT:** Resource Development  
**REPORTS TO:** Vice President of Resource Development  
**CLASSIFICATION:** Non-Exempt

**# OF HOURS:** Full-Time, 40 hrs  
**PAYRATE:** D.O.E.

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## **POSITION PROFILE:**

The Grants Manager plays a critical role in reaching development goals for the agency through government grants as well as private and corporate foundation opportunities. The Grants Manager has excellent written communication skills that include the ability to conceptualize, synthesize, organize, and persuade. A SAY Grants Manager has proven strengths in both grant and non-grant writing and continually seeks to learn and improve, has a passion for our mission, and effectively translates program data into convincing and cohesive narrative.

## **ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

- Function as primary manager, writer, editor, and proofreader of proposals and oversee team roles in any of those processes
- Research and identify opportunities and evaluate appropriateness to agency goals and funding priorities, with an emphasis on government (federal, state, county) and larger private foundation grants.
- Manage calendaring of prospective and active grant proposals, including RFP bidder conference, LOI, application, proposal and report deadlines
- Respond to program design to create compelling proposals, gather and synthesize data from program and administrative staff, and produce submission-ready documents for senior management review
- Manage reporting requirements of all grants and support the Compliance Specialist as needed on public grants and contracts reporting
- Oversee packaging of grants for final submission and ensure accuracy and completeness of proposals and documents

## **QUALIFICATIONS (Education, Experience and Certifications):**

- Bachelor's Degree in Public Administration, English/writing, or related field
- Must have a minimum of 2 years of experience in government and private grant writing and grant-related research as well as a successful track record of winning grants and contracts.
- Experience with a non-profit team environment preferred
- Excellence exhibited over time in both grant and non-grant writing and editing work

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Outstanding grammar and research skills
- Competency in maintaining accurate and detailed records
- Ability to meet deadlines and manage multiple priorities
- Capable of working independently and responsibly



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**WORKING CONDITIONS:**

**ENVIRONMENT:** Office and occasional off-site functions. Typically an office environment with adequate lighting and ventilation and a normal range of temperature and noise level.

**PHYSICAL REQUIREMENTS:** While performing the duties of this job, the employee is regularly required to sit, use hands and arms to perform repetitive motions. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. Moderate dexterity application of basic skills (calculator, keyboard, hand eye coordination, etc.).

**MENTAL:** Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level. Must be emotionally mature, stable, tactful and able to provide professional leadership.

*The Job Description is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*