



POSITION DESCRIPTION

Title: Grant Manager

Department:
Resource Development

Exemption Status:
Exempt

Reports To:
Vice President of Advancement

Last Revised:
March 18, 2022

Titles Reporting to Job:
Community Partnership Coordinator

Position Summary:

Under the direction of the Vice President of Advancement, the Grants Manager is a member of the Resource Development Team and is a liaison between the agency and its grantors. The Grants Manager is responsible for researching, preparing, submitting, and managing grant proposals/reports that support agency goals and meet funder guidelines and criteria. This person serves as the primary grant writer, manages funder relationships, engages in compliance reporting, and supports special project initiatives. This position requires strong writing, data analysis, program budgeting, project management skills, with an emphasis on outcome measurement. Other duties include providing agency tours, managing grantor site visits (virtual or onsite), assisting with fundraising events, coordinating volunteer service projects and representing the organization at grantor events/meetings.

Essential Duties and Responsibilities:

Agency:

1. Nurtures positive and collaborative working relationships with other Agency staff as well as outside providers.
2. Implements the Agency mission, philosophy, core values to direct daily work and decision-making adheres to agency policy.
3. Cultivates a professional and respectful work environment.
4. To be actively involved and knowledgeable of the Agency's Performance Quality Improvement process.
5. Approves time sheets and ensures compliance with Agency and funder guidelines. Accountable for daily activities within the allowable activities approved by the Agency.

Essential Duties:

Grant Writing and Fundraising

1. Lead grant proposal development and submission-preparing and organizing materials for proposals, and submitting and monitoring grant applications.
2. Research new funding and business development opportunities on a local, state, and federal level.
3. Maintain and build relationships with funders and other strategic partners on a local, state, and national level.

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4. Draft proposals/LOIs, grant application narratives, and budgets and collaborate to finalize with program staff, finance, and the CEO/President.
5. Submit grant applications via paper or online portals, and maintain list of passwords.
6. Meet with funders and Casa staff to explore funding opportunities and fulfill site visits (virtual or onsite) requirements.
7. Maintain master calendar of grants and prospects and all associated files and correspondence.
8. Maintain library of grant support documents including resumes, bios, IRS forms, Board/staff diversity lists, etc.
9. Execute thank you letters and facilitate grant contracts/agreements.
10. Ensure acknowledgment of funders/investors via website, e-newsletter, and social media.
11. Develop and prioritize projects and proposals: meet and work with staffs to elicit projects and programs that need support; manage staff meetings to vet projects and programs
12. Generate proposals for unique projects and programs when necessary - institutional and individual funders.
13. Write or supervise writing of all proposals, budgets, reports, and other ancillary materials.
14. Manage existing grants/proposals by: tracking grants/proposals; developing internal reporting systems; writing reports; maintaining excellent historical records; working with staff to ensure each project or program is meeting proposal conditions and expectations.
15. Monitor and manage grants/proposals income goal.
16. Set priorities for funding.
17. Assist with other fundraising projects including annual special events as requested.

Compliance and Reporting

1. Maintain grant compliance and reporting, including outcome measurement and grant budgets—taking responsibility for meeting high standards of effectiveness, timeliness, and completeness.
2. Monitor and maintain funder and investor reporting schedules and requirements.
3. Track progress toward organizational and programmatic outcomes and goals.
4. Request reimbursements and drawdowns as needed.
5. Draft compelling progress reports and targeted program updates (e.g. blog posts, press releases, FB and twitter posts) to funders that fully capture programmatic success.
6. Assemble all necessary supporting materials and documents including budget reports, outcome measurements, success stories.
7. Submit reports to funders and investors.

Prospecting and Grantor Relationships

1. Research statistics, trends and data for grant proposals and community advocacy.
2. Perform research and data-gathering—both from external sources and Casa program data.
3. Assist in development of presentations for various stakeholders.

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4. Produce sufficient number of quality of prospects; to produce extensive institutional donor profiles; target appropriate ask amounts; and prioritize and evaluate prospects for corporate, foundation, and government grants.
5. Develop and foster relationships with institutional funders: find personal connections with staff, board, volunteers, donors that will ensure the attention of institutional funders.
6. Arrange for tours on site; make appointments for President, Vice President of Advancement, Program Directors, and others with potential funders.
7. Provide stewardship for existing grantors.
8. Represent the organization at grantor events/meetings.

Training and Team Development

1. Establish ongoing training for Community Partnership Coordinator to enhance department performance.
2. Work with Resource Development and Marketing Coordinator on grant writing for grants up to \$5K.
3. Provide and develop standards to follow for grant writings.

Other

1. Utilize excellent computer skills with all Microsoft Office programs, Lotus notes, Blackbaud Raisers Edge/NXT Pro database, CyberGrant portals, and Foundation Directory Online (FDO).
2. In collaboration with the Advancement Officer, when required and necessary, coordinate volunteer service projects for current or potential funders.

General Requirements:

Sensitivity to cultural diversity is required. Will be subject to drug and alcohol screening. To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to perform the essential functions.

1. Knowledge of fundraising information sources.
2. Experience with proposal writing and institutional donors.
3. Proven track record with institutional donors.
4. Knowledge of basic fundraising techniques and strategies.
5. Excellent communication skills both oral and written.
6. Knowledge and familiarity with research techniques for fundraising prospect research.
7. Experience with budget development and monitoring.
8. Experience in program development.
9. Knowledge of contracts and agreements preferred. Role is expected to work some weekends and evenings.
10. When needed volunteer for Casa Central special events.

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Must possess, as a minimum, a Bachelor's Degree and at least two to four (2-4) years of experience in both government and private grant writing. Proven record of accomplishment in raising money from foundation, corporate and government sources. Knowledge of Raiser's Edge database. Familiarity with Chicago-area foundations and philanthropic community preferred.

Language Skills:

Excellent writing, verbal, and editing skills required. Ability to effectively present written and oral information and respond to questions from the public.

Computer Literacy & Knowledge Skills Abilities:

Proficient with Microsoft Office especially Excel required. Experience with Raiser's Edge database preferred or similar fundraising database.

Specific Requirements:

Must adhere to the Code of Ethical Standards of the Association of Fundraising Professionals. Must possess strong communication and organizational skills. Must have leadership qualities and make independent decisions when circumstances warrant. Must possess the ability to plan, organize, develop, implement, and interpret the goals, objectives, policies and procedures, etc., that are necessary for maintaining a sound operation. Must have patience, tact, a cheerful disposition and enthusiasm. Must possess the ability to seek out new methods and strategies and be willing to incorporate them into existing practices. Must be able to maintain good personnel relations and employee morale. Must be able to read and interpret financial records, reports, etc. Must be knowledgeable of computer systems, system applications, and other office equipment

Mathematical Skills:

Basic skills as needed to work with fiscal matters, budgets, and expense reports.

Operating Environment and Working Relationships:

Works cooperatively with all program directors, department supervisors, volunteers and other community organizations as needed.

Decision Making Authority:

Management-level position, exercises discretion, independent judgment in executing tasks. Strong critical thinking skills and ability to strategize. Supervises two grant writers.

People Management:

Must have Managerial/Supervisory skills. Ability to lead and motivate a team of dedicated professionals.

Physical Demands:

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

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functions. While performing the duties of this job, the employee is regularly required to active, to sit, talk and hear. The employee is frequently required to use hands. Must be able to lift and carry 25lbs.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Disclaimer:

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. The content of this job description is not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

I acknowledge and understand that:

Receipt of the position description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations, which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.

Employee Signature/ Firma de Empleado: _____

Date/ Fecha: _____