



Grants Manager

REPORTS TO: Chief External Affairs Officer

STATUS: Salaried Non-Exempt

RESPONSIBILITIES:

The Grants Manager position is responsible for proactively identifying and pursuing funding sources, including the writing and timely submission of grant applications; managing post-funding reporting and audit requirements; and developing and executing plans for acquiring funding from major donors, private foundations, and other sources. Under the general supervision of the Chief External Affairs Officer, the Grants Manager writes a wide range of grant proposals; tracks progress to meet reporting requirements; gathers information and assembles project/program teams to assure grant submissions and reports are completed by their due dates. The position will also be involved in the planning of annual fundraisers and special events and may be asked to participate in other communications and development activities.

Essential Functions:

- Supports the Chief External Affairs Officer and other internal stakeholders in the identification, management, and evaluation of earned income opportunities.
- Track's opportunities in our CRM/development software (Bloomerang), and regularly reports on progress.
- Proactively identifies and researches funding sources; evaluates opportunities in collaboration with program and senior staff; and aggressively seeks funding for existing and new FBWC programs from grants, government contracts, foundations, and corporations.
- Builds substantive relationships with a broad array of funders, and actively cultivates relationships with donors and external stakeholders to work towards/facilitate funding opportunities.
- Attends RFP and/or meetings for new grant opportunities.
- Accurately compiles, writes, and edits all grant applications exhibiting exceptional expository writing skills and a masterful command of grammar and spelling.
- Develops individual grant proposals in accordance with each grant-making organization's preferences and follows exactly each organization's guidelines.
- Prepares new application and renewal grants as applicable with local, state, and federal government agencies; foundations; and corporations.
- Tracks existing and pending grants in Bloomerang and other internal reporting systems.
- Manages scheduled and as-necessary audits, reviews, and progress/quarterly/annual reports required by a grant-making organization that has funded a project or program.



Grants Manager

- Reviews the budget of a project or program for which funding is sought and makes recommendations to better present it to donors and funding organizations.
- Keeps in contact with donors and other funding organizations during their review of a submitted application or proposal to be able to supply additional supportive material or identify/facilitate conversations with subject matter experts.

Grants Manager-Qualifications:

- Bachelor's degree in a related field.
- Over three years direct development experience, including planning and managing financially successful grant development and donor cultivation programs.
- Outstanding analytical skills with a demonstrated capacity to understand complex organizations and an ability to conceptualize, manage, and evaluate numerous large-scale projects simultaneously.
- Proven grant writing experience, demonstrating consistent growth and achievement of grant income budgets.
- Impeccably detail-oriented with an ability to manage short deadlines and stay on top of the reporting and audit requirements for dozens of grants.
- Outstanding poise and personal presence with exceptional written, presentation, and listening communication skills.
- Advanced proficiency in Microsoft Office.
- Experience developing and managing earned income revenue streams is preferred.
- Ability to provide leadership across development disciplines (grants, donors, events, and/or other areas), embrace responsibility, work independently, and set own goals.

HOURS: Full-time 40 hours per week. Flexible according to program demands. Some evening and weekend hours required.

BENEFITS: Medical, vision, and dental insurance; Life and LTD insurance, 403(b) retirement plan; paid time off.