

Charlotte Rescue Mission

Changing Lives by God's Grace

Job Description

Job Title: Grants Manager
Department: Development
Reports to: Manager of Leadership Gifts
FLSA Status: Non-Exempt
PG: 3
Salary Range: \$40,000-\$50,000
Approved: 9/9/2021

Summary

The Grants Manager is responsible for writing grants, researching funding opportunities, and building relationships with organizations that can provide funding. This will generally involve work with foundations, corporate foundations, churches, and civic organizations. The Grants Manager will report to the Manager of Leadership Gifts. This position requires some evening and weekend work to attend functions and meetings.

Essential Duties and Responsibilities

- Develop and maintain a grant timeline of current and potential funders throughout the year.
- Work with Manager of Leadership Gifts to determine ask amounts, funding priorities, and make decisions regarding the timeline.
- Write and submit all grants requests prior to deadlines.
- Work with Donor Relations staff and President/CEO to customize receipt letters and stewardship plan following receipt of funds.
- Manages, monitors, and reports on outcomes data to measure performance against grant goals.
- Provides agency financial auditors with grant revenue, outcome data, and other information as requested.
- Provides monthly pipeline reporting to Chief Development Officer and Manager of Leadership Gifts.
- Submit grant reports and arrange site visits as required by funders.
- Maintain accurate records in database for each funding partner.
- Cultivate and steward relationships with foundations, corporations, businesses, churches, and civic groups that have a formal grant process; develop a formal cultivation/stewardship plan when appropriate.
- Update contact information, action items, and deadlines, and notes in Virtuous.
- Collaborate with Development team and other staff to determine grant needs and match funders with appropriate projects and programs.
- Work with Community Engagement staff to maximize giving opportunities and streamline cultivation strategies to increase grant revenue.
- Work with program staff to oversee data collection and develop outcome measures for grant reporting.
- Research and identify new funding opportunities and assess alignment with CRM goals and programming to increase grant revenue.
- Assist with Development projects and events as needed.
- Other duties as assigned.

Qualifications

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.

Knowledge: Two-year college degree and two years' work experience or a four-year college degree required.
Two years of experience in development or specific grant-writing experience is preferred.

Skills: Excellent verbal and written communication skills
Must be self-directed and detail oriented
Proficient in Microsoft Office
Proven ability to distill complex information into easy-to-understand, persuasive narratives
Ability to manage multiple tasks, prioritize, problem-solve, and meet deadlines
Ability to build relationships with staff, donors, and others
Ability to collaborate and guide a team with a patient and constructive attitude

Ability: Must be able to spend the majority of time sitting, speaking, listening, and/or writing
Must be able to pay close attention to details

Christian Witness

Charlotte Rescue Mission maintains a Christian working environment as a Christ-centered residential drug and alcohol recovery program where integrity, honesty, concern for others and good team relations play a critical role in the success of the ministry.

Job descriptions are intended to identify the qualifications, responsibilities and types of duties expected on the job. This job description at the Charlotte Rescue Mission is not intended to be a description of all possible duties, responsibilities or requirements that may be present or encountered in any particular job assignment.

Received By: _____ Date: _____