**Grants Manager**

Roof Above has been formed through a merger of Men's Shelter of Charlotte and Urban Ministry Center. We have not yet integrated our full web presence so please visit the careers page on our website at <https://www.mensshelterofcharlotte.org/employment/> to apply.

**Roof Above**

Ending homelessness is a bold and complex undertaking. It requires heart, collaboration and resources. But when we dream big, amazing things happen. That’s why, we are excited to announce that Urban Ministry Center and Men’s Shelter of Charlotte, **NOW known as Roof Above**, have joined forces to become one organization. Our organization will continue to provide all of the services we currently offer, and as one entity will increase our impact in finding and creating permanent housing solutions for the most vulnerable members of our community.  We have combined our talent, services and leadership to elevate our quest to end homelessness in the Charlotte region.

**POSITION SUMMARY:**

The Grants Manager is responsible for the oversight and management of both private and public grants. Successful candidates will be self-directed, have a strong understanding of Roof Above’s programs, goals and financial needs, and be excellent at writing and sharing organizational messaging. Exceptionally strong organizational skills and the ability to juggle multiple projects at once are a must. The Grants Manager reports the Director of Communications & Philanthropy Services and serves as a member of the Philanthropy Team.

**ESSENTIAL FUNCTIONS:**

* Manage the grants calendar to ensure that all proposals and reporting deadlines are met.
* Write and submit and all grants.
* Develop and implement strategies to ensure that organizational messaging is accurate and consistent.
* Research possible public and private foundations, congregations, corporate foundations and civic organizations regularly to define new prospects.
* Manage and support strong and positive relationships with grant partners, engaging other organizational teams’ members as appropriate.
* Maintain accurate records of grant submissions, contracts, awards and rejections.
* Work closely with programmatic staff and finance team to assure that all information is accurate, timely and consistent.

**EDUCATION, EXPERIENCE AND SKILLS REQUIRED:**

* Bachelor’s Degree Required
* At least 3 years of experience in writing grants.
* Preferred experience in both public and private grants.
* Experience in effectively sharing written organizational messaging.
* Ability to gather information, understand and synthesize organizational quantitative data and financial documentation.
* Excellent attention to detail.
* Enjoys collaborating with others and working as a part of a team
* Excellent organizational skills and ability to meet deadlines
* Ability to juggle many priorities at once

**WORKING ENVIRONMENT:**

* Currently teleworking because of COVID 19
* When COVID 19 restrictions are lifted, office will be located at Roof Above’s Day Services Center