| **JOB PURPOSE** |
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| The Grant Manager is a full time position that supports the agency mission of providing hope and healing to those impacted by domestic violence and sexual assault researching, preparing, writing, submitting, and tracking grant proposals to private foundations, corporations, public agencies, and other funding sources. Responsibilities also include cultivating and stewarding new and existing funder relationships. |

| **REPORTING RELATIONSHIPS** | |
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| Reports To | Chief Advancement & Finance Officer |
| Supervises | Interns |

| Responsibility/ Accountability Categories | Key Activities  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Outcomes / Exceptional Performance |
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| Administration | * Contributes to Safe Alliance’s $7M annual revenue goal by managing the agency grant portfolio - research, identification, proposal writing, submission and evaluation reporting - ensuring continued alignment with agency priorities and funder interests and requirements. * Manages grants pipeline and prioritization, clearly demonstrating upcoming opportunities, deadlines, grants awarded and grant evaluation reporting requirements. * Leads all agency grant proposals from determining concept, to writing and editing drafts to final internal approval and submission in partnership with the Chief Advancement & Finance Officer and internal teams as needed. * Lead and work with Agency staff to ensure all necessary grant documents including but not limited to grant specific budgets, hard copy signatures, required forms, etc. are created and obtained in a timely manner for submission. * Meets proposal deadlines by establishing priorities and target dates for information gathering, writing, editing, review, approval and submission. * Work with the finance team to inform the development of grant budgets to align with funder interests and requirements. |
| Stewardship | * Develop strong funder relationships that outlast staff transitions through good stewardship of funder requirements and impact reporting. * Creates strong partnerships with internal teams to understand agency priorities, studying requests for proposals and attending strategy meetings to make connections between funding opportunities and need. * Promote and maintain professional relationships with agency staff, volunteers, and community partners. * Participate in efforts to stay abreast of current research, emerging best practice, and community discussions in the fields of domestic violence and sexual assault, and in related areas of trauma, housing/homelessness, and racial equity in order to write effective grant applications. * Attend internal and community meetings as needed/requested to learn about or discuss grant funding opportunities for Safe Alliance. |
| Professional Development | * Attend any grant related trainings required by funders. * Stay abreast of current best practices in the field of Advancement. |
| Other | * Contribute to agency effectiveness by performing other agency duties as assigned. * Ensure that employee time is entered into timekeeper system accurately. |

| **CORE COMPETENCIES** |
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| Employee must demonstrate the following competencies at all times.  It is expected that all Chief and Director level staff will also demonstrate the position competencies of their direct reports.  **Agency Competencies**  1.Cultural Competence – cultivates opportunities through diverse people; respects and relates well to people from varied backgrounds, understands diverse worldviews, and is sensitive to group differences; sees diversity as an opportunity, challenges bias and intolerance; understands oppressions that many clients face in the community; ability to apply self-awareness and self-regulation to manage the influence of personal biases and values  2. Communication/Collaboration – uses effective oral and written communication to clearly convey and receive information and ideas in an engaging manner; demonstrates good listening skills, and invites response and feedback in order to build constructive working relationships with clients, volunteers, other work units and community organizations to meet mutual goals and objectives  3. Continual Learning/Professional Development – participates in continuing education, training and professional conferences focused on best practices to acquire and/or maintain the technical/professional expertise required to do the job effectively, resulting in the most positive client solutions  4. Quality Work Standards – motivated to achieve; sets high standards and well-defined, realistic goals for one’s self; displays a high level of effort and commitment towards completing assignments in a timely manner with care and thoroughness, checking work for completeness and accuracy  5. Resiliency – maintains effective performance in stressful environments or when confronted with difficult situations; evaluates conditions to ensure one’s own safety and the safety of others; identify and rely upon self-care strategies at home and/or work in order to handle stress in a manner that is acceptable to others and the organization  **Position Competencies**  1. Action Oriented/Planning and Organizing  2 Technical/professional knowledge and skills  3. Teamwork  4. Follow up  5. Innovation |

| **POSITION REQUIREMENTS** |
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| * Light work: Exerting up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, twist, carry, push, pull or otherwise move objects, including the human body. * The worker is required to have the ability for close vision, distance vision, color vision, depth perception, and ability to adjust focus to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; expansive reading; visual inspection involving small defects, small parts and/or operation of machines (including inspection), to determine accuracy and thoroughness of work assignment. * Position requires ability to reach, stand, crouch, walk, finger, grasp, sit, twist, talk, hear, and perform repeated motions. * Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. * Work hours flexible for grant writing and meetings typically occur Monday-Friday between 8:00am to 6:00pm. * Employee must have access to transportation that allows them to meet all job requirements in a timely fashion. |

| **MINIMUM REQUIREMENTS** | |
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| Education | Bachelor’s degree |
| Experience | Three years’ experience in related field |
| Certifications |  |
| Knowledge and Skills | Excellent writing skills |

| **PREFERENCES** |
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| Knowledge of domestic violence and sexual assault.  Experience with both government and foundation grants. |

Employee Acknowledgement

I have read this job description and fully understand the requirements an am able to perform all duties, including but not limited to the essential functions set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with Safe Alliance.

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Employee Signature                                               Date

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Printed Name