



Grants Manager

Department : **Development**
Supervisor : **Chief Development Officer**
Status : **Fulltime**

Position Overview

The Grant Manager is responsible for managing the grant application and funding process for United Community. Their primary role is to research and identify potential grant opportunities, develop grant proposals, and oversee the administration of awarded grants.

Essential Functions

- **Grant Research and Identification:** Conduct research to identify potential grant opportunities that align with United Community's mission and vision. Stay updated on available grants, funding sources, and eligibility criteria.
- **Proposal Development:** Prepare and write grant proposals, ensuring they meet the guidelines and requirements outlined by the funding organization. Collaborate with various departments within the United Community to gather necessary information and supporting documents for proposals.
- **Grant Application and Submission:** Manage the entire grant application process, including creating timelines, coordinating with stakeholders, and ensuring all necessary documents and forms are completed accurately and submitted by the deadline.
- **Budgeting and Financial Management:** Work closely with finance and program staff to develop budgets for grant proposals. Monitor and track grant expenditures to ensure compliance with funding restrictions and guidelines.
- **Grant Compliance and Reporting:** Ensure compliance with grant agreements, reporting requirements, and regulatory guidelines. Prepare and submit progress reports, financial statements, and other documentation as required by funding organizations.
- **Evaluation and Impact Assessment:** Work with data analyst and program staff to develop mechanisms to assess the impact of funded projects and programs. Monitor and evaluate outcomes to measure the effectiveness of grant-funded initiatives.
- **Grant Management Systems:** Utilize grant management software or systems to track and organize grant-related information, deadlines, and reporting requirements.
- **Collaboration and Coordination:** Collaborate with program managers, project teams, and other stakeholders to ensure alignment between grant objectives and organizational goals. Coordinate with internal departments to gather data and information needed for grant applications and reporting.

- Stay Informed: Keep up-to-date with trends and best practices in grant management, fundraising, and nonprofit sector regulations. Attend professional development opportunities and participate in relevant training programs.

Preferred Education, Experience and Qualifications

- Previous experience in grant management, proposal writing, or project management.
- Bachelor's degree
- Strong research and analytical skills to identify funding opportunities and develop persuasive grant proposals.
- Excellent written and verbal communication skills.
- Financial literacy and proficiency in budget development and financial management.
- Knowledge of grant compliance regulations, reporting requirements, and grant-making processes.
- Attention to detail and ability to meet deadlines.
- Strong organizational and project management skills.
- Ability to work collaboratively and coordinate with multiple stakeholders.
- Proficiency in using grant management software or systems.
- Familiarity with the nonprofit sector and fundraising principles.
- Grant management certifications or professional development courses are a plus.

TRAVEL

Travel to and from satellite United Community locations and meeting sites with a 3-5 mile radius is expected. Mileage reimbursement may be provided.

EEO STATEMENT

United Community provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

OTHER DUTIES

Please note that this job description is not designated to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

SIGNATURE

This job description has been approved by all levels of management. Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.