



Job Description

Position Title: Grant Manager

Reports to: Director of Development

FLSA Status: Exempt

Hiring Range: \$70,000 - \$77,000 commensurate with experience

Contributor Level: Individual

General Purpose:

The Grant Manager is responsible for all Florence Crittenton Services' grant management activities, including daily proposal writing, editing and compilation, submissions and follow up, and prospect research in collaboration with the Director of Development. The Grant Manager helps sustain high levels of foundation, corporate, and government funding, helps ensure a donor-centered grant management approach, and helps to incrementally engage new funding sources. The Grant Manager reports to the Director of Development.

Essential Functions:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Write, assemble, and submit grant proposals and packets.
- Produce and submit all funding reports according to prescribed guidelines and deadlines.
- Maintain pertinent data and relevant information in Raiser's Edge.
- Track funding progress and report on results.
- Develop and maintain close relationships with current and prospective funders.
- Manage an institutional portfolio of up to \$1.4 million annually, and meaningfully grow revenue annually, particularly in workforce development and housing funding areas. Research and identify potential sources of foundation and corporate grants, and governmental funding.
- Produce program-oriented copy for development materials, including newsletters, annual reports, donor engagement materials, and web-based content. Assist in gathering material and writing components of "boilerplate" narratives and reports and other special communication pieces to institutional donors, such as data, case studies, interviews, and summaries of program-related events.
- Monitor and regularly update grants calendar and work with Leadership Team to complete projects on time.
- Work with the Finance Department to create detailed program budgets for proposal submissions.
- Carefully monitor progress toward institutional funding goals, maintaining all records of communications with prospective institutional donors both electronically and on paper.
- Craft, send, and track personalized thank you letters for approved institutional funding.

- Perform other duties as required and necessary to ensure the success of Florence Crittenton Services.

Supervisory duties:

- None.

Knowledge, Skills and Abilities

- Consistently promote, support, work, and act in a way that supports Florence Crittenton Services' vision, mission, and values.
- Possess working knowledge of local, state, and national trends, demographics, and issues related to non-profits, fundraising and mission-critical issues.
- Understanding of and sensitivity to the cultural and situational diversity of clients within each program.
- Compellingly write new content tailored to each donor's initiatives using existing reference materials.
- Basic budget creation skills and nonprofit financial and accounting knowledge.
- Customer Relationship Management (CRM) database knowledge and knowledge of Raiser's Edge.
- Work under pressure with continuous deadlines and produce successful results.
- Work independently, take initiative, exercise independent judgement, handle multiple tasks simultaneously, and maintain confidentiality.
- Excellent written, oral, and interpersonal communication skills.
- Excellent organizational skills and strong attention to detail.

Education:

- Bachelor's degree in English, Writing, Social Sciences, Humanities, or similar field that emphasizes writing quality is preferred.

Experience:

- Three or more years of experience researching, developing, and writing fundraising proposals for a non-profit organization or meaningful experience.
- A proven track record of successful grant prospecting, writing, tracking, reporting, and stewardship. Experience in the Denver metro area with local and Colorado state-wide funders is a plus.
- Knowledge of and experience with applying for federal grants, including tracking and management of these grants.
- An equivalent combination of education and experience may be substituted on a year for year basis.

Additional Requirements/Licenses/Certifications:

- Must have a valid driver's license.
- Passing a driving record (MVR) and criminal history background checks will be required prior to the start of employment.
- Must have reliable transportation.

Working environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is generally performed in an indoor professional office environment with occasional work from home flexibility.
- Occasional travel to conferences and meeting is necessary.
- Work may involve additional hours during the evenings or on the weekends.

Physical Activities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prolonged periods of sitting or standing at a desk and working on a computer.
- While performing the duties of this job, the employee is regularly required to talk or hear.
- Moderate physical effort may be required by moving and positioning objects up to 50 pounds occasionally and/or 25 pounds frequently.

Compensation

- Hiring Range is \$70,000 – \$77,000 commensurate with experience.

Benefits

- A generous benefits package includes a combination of paid time off (PTO) and paid sick leave, up to 12 paid holidays, health, dental, and vision insurance with up to 85% employer paid premiums, 401(k) plan with employer match available, employer paid life insurance, AD&D, STD, and LTD insurance, and Employee Assistance Plan (EAP).

To Apply:

- Email cover letter and resume to Human Resources at HR@flocritco.org.
- Invitations for interviews will be extended upon review of qualified candidates until the position is filled.

***Florence Crittenton Services** is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race (including traits historically associated with race, such as hair texture and length, protective hairstyles), sex, sexual orientation, gender identity, gender expression, color, religion, national origin, disability, military status, genetic information, marital status, or any other status protected by applicable state or local law.*