

<p><b>Job Description</b> Grants Manager</p>	
--	---

JOB TITLE:	Grants Manager
DEPARTMENT:	Administration: Resource Development
REPORTS TO:	Director - Public Relations and Resource Development
SUPERVISES:	As Assigned
STATUS:	Full-time, Regular
FLSA:	Non-exempt
WORK SCHEDULE:	Monday to Friday, typically 9:00 am to 5:00 pm

**PURPOSE**

Position Description Job Summary:

The Grants Manager, under the direction of the Director of Public Relations (PR) and Resource Development, acts as the lead for grants-related fund development, donor funding, and special events/fund-raising campaigns. Working closely with the departmental team, agency staff, and numerous volunteers, the position successfully oversees and executes all aspects of the organization’s fund-generation activities, including running its competitive grant-seeking program, sourcing new grant opportunities, bursary programs, donor gifts, corporate and private foundations opportunities, and funding from government entities. The Grants Manager plans and executes Atlantic Street Center’s (“ASC”) revenue generation activities that support initiatives led by the Executive Director, PR and Resource Development Director, and Resource Development committee of the Board. The Grants Manager is responsible for managing numerous processes, tasks, and projects through a combination of working independently and as part of a team, including collaborating with the Director of Innovation and Integration on the grant contract management needs for existing and new funders.

**JOB RESPONSIBILITIES AND ESSENTIAL DUTIES**

1. Oversee and execute all assigned elements of ASC’s grant and other revenue development programs:
  - Create revenue development plans in tandem with the Director of PR-Resource Development and the Executive Director
  - Complete and submit funding renewal opportunities
  - Source new funding opportunities
  - Announce calls for applications to ASC leadership
  - Participate in information sessions with funders
  - Coordinate with program and administrative leadership to create application materials
  - Prepare and submit applications and applicable reports
  - Liaise with administrative and program leadership on grant opportunities: Recommend applications; guide staff through the application process; answer questions; assist with identifying program/project design and grant deliverables; build budget information in tandem with the Director of Finance; etc.
  - Complete grant applications and/or proposals with accuracy and while ensuring ASC meets eligibility requirements

- Participate in resource development meetings to ensure correct processes are followed, optimum opportunities are being sourced, and to propose additional fund-sourcing in accordance with ASC leadership's recommendations and strategic direction for program enhancements.
  - Maintain accurate records of all funds and grants using ASC's centralized database and other internal record keeping systems. Produce reports to the department director and Executive Director as directed.
  - Notify leadership of the status of applications/proposals
  - Maintain and revise as required relevant office forms and procedures
  - Receive, track, review, and file final project reports
  - Maintain full and complete documentation on the ASC's applications, records of opportunities granted and applied
  - Provide overall support to the department director and resource development committee of the Board
  - Maintain contact with grantees for early identification and resolution of issues, and to identify communications opportunities to share successes and/or promote events
  - Maintain on-going records of grant/funding reporting schedules and routinely share deadline reminders to administrative and program leaders. Assist as needed with the completion of grant/funding reports.
2. Work in tandem with the Communications and Marketing Manager and other department or ASC staff on other projects as needed.
  3. Work in tandem with the department staff and others to plan and implement major special events as directed.
  4. Monitor regional and federal funding trends (including those in the local non-profit sector) and advise the Director of PR-Resource Development and Executive Director of both issues and positive developments.
  5. Identify opportunities to streamline and/or enhance the resource development processes, making recommendations to the Director of PR-Resource Development and Executive Director; implement changes as approved.
  6. Other duties as required, including, but not limited to, processing incoming donations when the Office Coordinator is out of the office; creating and conducting surveys of stakeholders; preparing summaries and briefing materials on grant activities at the request of the Executive Director; and other duties as assigned.

## QUALIFICATIONS

1. **Education**  
Completion of post-secondary degree, or diploma and equivalent experience
2. **Experience**
  - Minimum 2-3 years of experience with grant-writing, proposal preparation, and solicitation required
  - Experience with funding/grantor research, assessing project viability, performance measurement, and reviewing financial reports
  - Experience using large databases including Donor Information Management Systems (DIMS)

- Experience working with volunteers
- Experience with program or project management
- Familiarity with the local non-profit sector

### 3. **Skills**

- Excellent interpersonal and communication skills (written, oral)
- A professional manner, effective work relationship and customer service attitude for interaction with clients, co-workers, volunteers, partner agencies, donors, Board members, and the general public.
- Proficient with large databases and MS Office Suite (Word, PowerPoint, Excel)
- Ability to quickly learn new systems and software
- Strong organizational and problem-solving skills: ability to complete multiple tasks with efficiency, accuracy and agreed upon time even with temporary increases in workload.
- Exceptional attention to detail
- Effective time management – ability to prioritize work and meet deadlines
- Excellent problem-solving skills: able to solve problems and/or identify when an issue should be elevated
- Able to work effectively in a dynamic team environment (working both independently and as part of a small team)
- Analytical: interested and able to seek out data to identify issues and trends, assess project viability and financial performance
- Intellectual curiosity: a desire to ask questions to learn and recommend improvements
- Adaptability: ability to be flexible and adapt to different work styles and changing environments
- Cultural competence: ability to work with diverse groups and personalities
- Model appropriate and respectful conflict resolution skills. Manage difficult and stressful situations effectively and calmly
- Ability to cope effectively with pressure and stress
- Work with minimal supervision
- A sense of humor and positive professional manner

### 4. **Travel**

- Position requires valid Washington State driver's license and personal vehicle driving whenever necessary to meet program needs.
- Will be required to attend in and out-of-town meetings (as scheduled).

## **WORKING CONDITIONS**

- Work Hours: Daily attendance required; Monday through Friday, typically 9:00 am to 5:00 pm.
- Position requires working some evenings and/or weekends.
- Able to lift 20 pounds, unassisted.
- Long periods of sitting. Long periods in front of the computer screen, typing.

## DISCLAIMER

This job description indicates in general terms, the type and level of work performed as well as the typical responsibilities of employees in this classification. The duties described are not to be interpreted as being all-inclusive to any specific employee. Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Nothing in this position description changes the at-will employment relationship existing between Atlantic Street Center and its employees.

---

"I have reviewed the job description above and accept all duties and responsibilities."	
Employee Name _____	
Employee Signature: _____	Date Signed _____

### APPROVED BY:

--	--

*Signature*  
Teresa Everett, Director of PR and Resource Development

*Date Signed*

--	--

*Signature*  
Dr. Pela Terry, Executive Director

*Date Signed*