



## Voices for Children, Inc. Job Description

**Job Title:** Grants Manager

**Classification:** Part-Time, Non-Exempt

**Reports To:** Executive Director

**Qualifications:** Bachelor's Degree in a related field with a minimum of two years of relevant experience. Two years of experience in not-for-profit development preferred.

### **Summary of Job Responsibilities:**

The Grants Manager is responsible for managing all pre-award and post-award activities for the agency and works in partnership with the Executive Director, department directors and other stakeholders to ensure proposals meet the agency's priorities. The Grants Manager will oversee proposals to foundations, governments, local county/state agencies, and full-cycle grant management. This position is responsible for researching new prospects, identifying new funding opportunities, writing grant proposals, preparing grant reports, and tracking reporting requirements/deadlines.

### **Essential Responsibilities and Duties:**

- Maintain, enhance, and grow a portfolio of current and prospective government and foundation funders
- Manage all grant activities for public and private funders
- Maintain grants calendar and deadlines, track internal reporting systems, and ensure timely reporting
- Research, write and report on government and foundation grants
- Ensure financial and program compliance for grants
- Research and identify new funding opportunities
- Work closely with the Executive Director and staff leadership to establish budgetary goals
- Create and maintain key relationships with foundation and government funders

### **Minimum Qualifications:**

- Proficiency in Microsoft Office & Google Suite a plus
- Exceptional written and verbal communication skills
- Strong organizational and time management skills
- Self-motivated with ability to take initiative; desire to surpass expectations
- Ability to multitask, set priorities, and meet deadlines
- Maintain positive attitude at times of increased workload
- Able to contribute at a strategic level and work collaboratively as part of a team
- Database experience preferred; Optima experience highly desired

- Reliable transportation and valid driver’s license required
- Must satisfactorily pass all applicable background checks

**Requirements:**

The successful candidate will be able to manage a variety of tasks related to grants management and possess excellent writing, analytical, and research skills. They should be self-motivated, detail-oriented, and highly organized. The ideal candidate will have a proven track record of managing government and foundation grants and ensuring compliance with financial and program requirements. Excellent computer skills, knowledge of database programs, Microsoft Suite, and funder research tools are also required. Must maintain confidentiality of all sensitive material.

**Physical Requirements and Work Environment:**

This position requires manual dexterity sufficient to operate phones, computers, and other office equipment. This person must have the ability to write and speak clearly using the English language to convey information and be able to hear at normal speaking levels both in person and over the telephone. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus. Generally, the working conditions are good with little or no exposure to extremes in health, safety hazards, and/or hazardous materials. Work is performed in an office setting.

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Staff Signature

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Date