|  |
| --- |
|  **Grants and Development Manager** |
| Program: Development and Communications | Reports to: Chief Development and Communications Officer |
| Job Location: Rutherford office & Remote | Position Status: Full time |
| FLSA Classification: Exempt | Salary Range: $ $61,506 - $71,510 a year |
| **Position** **Summary:**The Grants and Development Manager is primarily responsible for supervising grant-writing activities and managing post-award compliance and reporting activities for grants and targeted government contracts, also working closely with the Chief Development and Communications Officer to develop a successful development strategy to search and secure funding for the organization.**Essential** **responsibilities:*** Actively engage in ongoing prospect research that identifies funding opportunities that offer a favorable return on investment and advance strategic priorities.
* Oversees processes to track and manage grant prospecting, qualifications, submissions, stewardship, and reporting.
* Supporting the writing and submission of government grant proposals.
* Assists in grant-writing in general, as needed.
* Cultivates relationships with funders and other community partners.
* Collaborates with program staff to collect success stories and performance metrics as needed for grant reporting and funder stewardship.
* Collaborates with program staff to ensure grant reports are submitted on time.
* Supports the implementation and execution of the organization’s development strategy to meet year-end goals.
* Supervises, trains, conducts performance reviews, and ensures HR policies are followed by direct reports.
* Participates in the interview, selection, and--if applicable--the onboarding of new team members.
* Maintains agency- level Boilerplate for grants reporting and compliance process.
* Other duties as assigned.
 |
| **Education** **and** **Experience:*** Bachelor's degree in applicable field required with 2 years of successful grant writing and

 2-3 years of grant management experience, and proven ability to secure government and  private funding.* supervisory experience preferred
 |
|  |

|  |
| --- |
| **Competencies:*** Project management skills.
* Proven record of results in grant writing and grant management.
* Ability to provide leadership, mentorship, and supervision.
* Excellent critical thinking skills.
* Motivated self-starter with the ability to work independently with purpose and accuracy.
* Detailed-oriented.
* Excellent collaborative and interpersonal skills.
* Exceptional writer with excellent editing and proofreading abilities.
* Able to communicate effectively.
* Able to adapt to change and can be “outside-the-box” thinker.
* Driven to meet or exceed goals and performance objectives.
* Proficient in MS software applications.
* Ability to apply supervision feedback toward enhanced performance commitment to diversity, equity, and inclusion.
* Passion for serving marginalized communities, social and economic justice.

**Work** **Environment:*** + Work duties occur both in an office and remote.
	+ A significant amount of time is spent on the computer.
	+ May occasionally involve physical tasks.

**Acknowledgement** **and** **Review:**By signing this job description, I acknowledge that I meet the qualifications, and am willing and able to perform all job functions, duties, and responsibilities. I further understand that I am responsible for promptly and effectively communicating in writing to the Company any need for accommodation.I acknowledge that I have read, understand, and may receive a copy of this Job Description. I further understand that Family Eldercare reserves the right to modify any organizational policies, procedures, practices, guidelines, and processes based on organizational needs. |
| **Print** **Employee** **Name:** |
| **Employee** **Signature:** | **Date:** |