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| **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 | |
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| **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:** |