



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: \$ 61,505.60 - \$71,510.40

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 at least 5 years of successful grant writing and 3 years of grant management experience, and proven ability to secure government and private funding.
- 3 years of supervisory experience.

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:**