

Job Title:	Grant Manager
Department:	Fundraising
Supervisor:	Community Engagement Director
Supervises:	n/a
FLSA Status (Exempt or Non-exempt):	Non-Exempt; part-time

Position Summary:

The Grant Manager responsible for all aspects of raising support from foundations and corporations requiring proposals for both unrestricted operating revenue and restricted projects. Monitor and manage grants income goal.

Essential Functions:

- **Produce sufficient number and quality of prospects;** through effective grant prospect research, target appropriate ask amounts; and prioritize and evaluate prospects for corporate, foundation, and government grants.
- **Develop and prioritize projects and proposals:** meet and work with staff to elicit projects and programs that need support; manage monthly meetings to vet projects and programs and set priorities for funding.
- **Support development of relationships with institutional funders:** find personal connections with staff, board, trustees, volunteers, donors that will ensure the attention of institutional funders.
- **Generate proposals for:** programs and unique projects.
- **Write or supervise writing of all proposals, budgets, reports,** and other ancillary materials.
- **Manage existing grants by:** tracking grants; developing internal reporting systems; writing reports; maintaining excellent historical records; working with staff to ensure each project or program is meeting proposal conditions and expectations.
- **Serve as a liaison with other departments** on matters regarding grant proposals and reports.
- **Assign related responsibilities to program and development individuals** and coordinate their activities related to the grants assigned.
- **Assist in evaluating the fiscal administration** of grant programs through maintaining records of all payments and receivables and prepare monthly records for all grant related activities.
- **Oversee the preparation and timely submission of grant applications,** application amendments, and budget transfers.
- **Work collaboratively** with all personnel to ensure compliance with grants.
- **Stays abreast with current philanthropic trends:** through research and attending community grant collaboratives and meetings.

Non-Essential Functions:

- Must be able to foster an environment of team work within the development department and possess leadership qualities as part of the organization's management team.
- Maintain a data base of all grantors and prospective grantors and community liaisons.
- Create and present monthly reports for the Executive Director.
- Other duties as required.

Required Education/Training and Experience:

- Bachelor's Degree preferred. Minimum two years of college or vocational/technical school required.
- Minimum of three to five years grant writing/grant management experience.
- Demonstrated mastery of writing skills and experience in successfully researching, writing, submitting, and securing grants. Demonstrated experience in budget and proposal development.
- Ability to develop and maintain relationship with funding sources.

- Knowledge of the Tampa Bay Community.
- Working knowledge of Microsoft Excel, Power Point, Word.
- Outstanding interpersonal/communication skills.
- Superb accuracy and attention to detail.
- Self-starter, innovative and high level of flexibility.
- Skilled at identifying, developing and utilizing community services and resources.

Other Requirements:

- Must possess a Valid State Driver's License with a good driving record with access to a fully insured automobile.
- Successfully pass a pre-hire background screening, education verification and drug testing evaluation.

Knowledge, Skills and Abilities:

- Strong Written and Oral Communication, Math, Reading, Reasoning Ability – college level ability
- Ability to work collaboratively with a variety of people;
- Ability to take direction from others;
- Ability to be self-managed but work well to support a team effort;
- A multi-tasker who works well under time constraints, and in stressful conditions;
- Ability to prioritize work, meet deadlines, produce high quality results with attention to detail
- Excellent communication skills; verbal and written; strong interpersonal and presentation skills
- Efficient time management and prioritization;
- High-energy, self-motivated caring, self-starter, innovative.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear.

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stoop as necessary. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

Supervision/Contacts:

- Receives direct supervision from the Community Engagement Director.
- Daily contact with Framework's employees and management.
- Regular contact with board members, volunteers, donors and community partners.

Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines, calculator, alarm, reference books and automobile.

Frameworks of Tampa Bay is an Equal Employment Opportunity employer.
Job duties are subject to change with or without notice based on business needs.