

## **A Precious Child**

### **Grant Manager Job Description**

A Precious Child, Inc. is a 501(c)(3) non-profit organization devoted to providing children in need with opportunities and resources to empower them to achieve their full potential.

In working towards helping A Precious Child meet its overall objective of providing basic necessities for children, the Grants Manager is responsible for a full range of activities related to researching, preparing, submitting and managing grants along with acknowledgement and reporting. In addition, this position will be responsible for planning, growing and managing fundraising efforts to expand A Precious Child's programs and mission to support more children and families through a Capital Campaign. The Grants Manager will work with the Development team and Executive team to develop fundraising goals, strategies, and approaches to increase and strengthen fundraising and seek out new funding opportunities, and recruiting and cultivating potential partnerships/relationships with foundations and donors.

**Hours:** Full-Time, Exempt, with some evenings and weekends.

**Reports To:** Chief Development Officer

#### **Areas of Responsibility**

- Develop and write competitive grant proposals, budgets and reports to private, public, government, federal, and corporate foundations in support of various funding needs.
- Develop, implement, and manage annual grants plan, including strategic grants planning, timeline, grant calendar and revenue projections.
- Participate in prospect strategy meetings, preparing tracking reports for team meetings and providing overall proposal and stewardship support to major gift officers.
- Create and maintain standard proposal templates available for others to use in soliciting gifts.
- Actively seek and qualify new sources of private, corporate, federal and foundation support.
- Monitor grants once received and ensure compliance with donor intent, as well as programmatic, evaluation, budgetary and reporting requirements.
- Collect and maintain up-to-date research on potential grant-making organizations and grant/contract opportunities; determine and assess eligibility criteria and deadlines; schedule implementation in coordination with pertinent program staff.
- Maintain hard copies and electronic database tracking systems for proposals, grant/contract awards, deadlines, and reporting requirements; communicate with staff when reports are due.
- Create, verify and disseminate reports on grants/contract activity for internal use and/or funder requirements.
- Maintain grant compliance and reporting, including outcome measurement and grant budgets—taking responsibility for meeting high standards of effectiveness, timeliness, and completeness.
- Demonstrates leadership style which includes collaboration, decision-making, and public speaking.
- Ability to establish and maintain rapport with leaders and represent A Precious Child to existing and potential partners.

- Develop and foster relationships with foundations and organizations that support A Precious Child through Grants and Foundational support.
- Conduct foundation outreach and engage with program officers at foundations to solicit invitations to submit proposals. This may include scheduling key staff visits and site tours when appropriate.
- Be accessible to grant-making organizations during their review of a submitted grant application in order to be able to supply additional supportive material.
- Ensure acknowledgment of funders/investors via website, e-newsletter, and social media.
- Assist in developing presentations for various stakeholders.
- Acquire and maintain sound knowledge and understand the organization, its programs and the impact of each.
- Access and be familiar with statistics, client stories, accomplishments, challenges and other data from programs and administrative staff members to include in grant proposals.
- Manage A Precious Child's participation in appropriate workplace giving campaigns (Combined Federal Campaign, State Campaigns, and Caring Connection).
- Ability to thrive in an entrepreneurial, team-oriented, and mission driven environment.

### **Experience and Qualifications:**

- Enthusiasm and passion for A Precious Child's mission and vision.
- Bachelor's Degree.
- 3-5 years' experience in Development, prospect research, and grant writing.
- Knowledge of best practices for development infrastructure, including development information systems, planning, and campaign tracking and management.
- Proficiency in CRM or donor relations software is necessary; experience with Raiser's Edge for Nonprofits is preferred.
- Experience building internal and external relationships across a diverse set of stakeholders.
- Strong experience with project management, capital campaigns and increasing funding through new grant and foundational opportunities.
- Microsoft Office skills, and a high aptitude for learning new technologies. Including Microsoft 365 and Sharepoint.
- Experience with processes and tools to manage multiple projects and calendars.
- Experience in a fast-paced, deadline-driven environment.

**Compensation:** Commensurate with experience.

**To Apply:** Please email a **cover letter, resume and salary requirements** to Courtney Wickberg at [Courtney@APreciousChild.org](mailto:Courtney@APreciousChild.org) and put "Grant Manager" in the subject line.

For more information about A Precious Child visit [APreciousChild.org](http://APreciousChild.org).