



**Grants Officer**

Reports to: Advancement Director

\$61,000 to \$65,000

**Key Responsibilities: Client**

- Manages a minimum of 3 client accounts
- Work directly with other managers and development coordinators to develop grant calendars
- Identify likely funding sources for (assigned) clients, and call foundation or government program representatives when needed
- Identify grant arguments for each funder and assign to grant writers based on conversations about budget with client manager and prior approval of client or director
- Initiate work with client staff to provide reporting, calendaring and other evaluation/compliance related tasks
- Attend meetings, events and other related activities
- Work to develop a relationship with client and their staff through e-mail, calls, and outreach meetings
- Manage the client's expectations and budget (time)

**Key Responsibilities: Writing/Editing/Research/Funder**

- Assign (all types of) grants
- Maintain a grant calendar for each client
  - Gov't, institutional, small family, corporate
- Write grant reports
- Work with grant writers and client for input and edits on grants
- Review budgets and all financials; responsible for attaining the most current and approved budget (and other financial attachments) to be sent with any grant
- Compile, write and edit grant applications, letters and queries exhibiting strong expository writing skills and a high-level command of grammar and spelling. Responsible for editing all work before passed on for final edits, approval
  - Develop individual grant proposals in accordance with each grant-making organization's preferences and follow exactly each funders guidelines, ensure proper and thorough research has been completed
- As needed ensure contact with funders through process
- Manage the process of providing progress reports when required (as assigned)
- Schedule grants and monitor status
- Outreach to funders
  - Program, project pitch
- Preparation for clients in advance of funder meetings



**Key Responsibilities: Internal**

- Review all staff out of office sheets
- Serve as first line of back-up for grants when staff out of office
- Reviews, edit and sign off on all grant assignment sheets for all clients
- Serve as second signer for grants submitted
- Save documentation (both in paper and electronic form) as relevant for grant, compliance and JMA related tasks
- Be available to staff to provide input and review throughout the grant process – from assignment to submission to assure quality
- Mentor/train staff by working with them on grants, fit, argument by providing guidance and individualized attention
- Directs prospect research and calendar development for all clients
- Works with staff to write all approach documents and provide time estimates for grants assigned

**Experience/Qualifications**

- 3- 4 years of experience working with nonprofit organization(s); grant writing/fundraising experience preferred
- Experience in public sector writing and RFPs a plus
- Defined specialties grant writing – for example: youth development; education; mental health; nutrition
- Background in Communications, Journalism, Public Relations or similar degree desired
- Excellent written and interpersonal communication skills
- Proven organizational skills including the ability to maintain data management systems, prioritize projects, meet multiple deadlines and work with teams
- Excellent computer skills: Microsoft Office Suite
- Demonstrated knowledge of statewide funders (corporate, foundations, civic)
- Provide expertise and contacts