



A Community of Solutions

JOB DESCRIPTION

TITLE: Grant Writer Manager

DIVISION: Development and Public Relations

REPORTS TO: Director of Development

SUPERVISES: NA

JOB BAND:

STATUS: Non-Exempt, Full-Time

LAST REVIEWED: May 20, 2024

SUMMARY

The Grant Writer Manager oversees the process and production of all materials related to the grant application process from identifying and qualifying prospects, to writing proposals and reports, to collecting data, budgets, and all relevant documents from a variety of program departments to submission. The Grant Writer Manager reports to the Director of Development with guidance from the COO and ensures alignment with Family Services' overall mission, goals, and short and long-term revenue needs.

ESSENTIAL FUNCTIONS

- Responsibility for researching, writing, compiling, and managing the timeline of all grants including maintenance and oversight of workflow processes and procedures to ensure accurate and efficient collection and timely submission.
- Write grant applications and all reports and conduct prospect research on new opportunities that align with Family Services' mission. Grant writing will be primarily to private and corporate foundations; however, some government applications will be required.
- Work with all departments to collect and synthesize data. Oversees grant workflow processes related to data entry to ensure adequate internal controls and that all grants reporting of data is accurate.
- Provide links between program, finance, and other staff so that all activities related to grant data collection and reporting are smoothly implemented.
- Ensure compliance with IRS regulations and funder's requirements for grants.
- Work closely with the Database Manager and Director of Development to respond to requests for special reports, collaterals, and non-grant materials with a strategic perspective.
- Provide general support to the development department during peak periods.
- Assist in the preparation of materials for Board meetings.
- Perform other duties as needed.

JOB REQUIREMENTS

- Bachelor's degree and three (3) years of previous experience as a grant writer in a social service organization or other complex nonprofit with multiple constituencies and programs.
- Commitment to Family Services' mission.
- Excellent writing ability that is clear, concise, and analytic in style.
- Ability to write for various audiences including foundations, donors, and broader general constituencies.
- Comfortable with data management and administration.
- Ability to work evenings and weekends as required

Equivalency: Directly related experience or a combination of directly related education and experience may be considered in place of the above requirements.

Work Environment and Physical Requirements:

- Maintains physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following: walking, bending, stretching, lifting, standing or sitting for extended periods of time, operating assigned equipment.
- Ability to work flexible/overtime hours, including evenings and some weekends, as needed.
- Requires valid NC driver's license and ability to travel between various agency sites and community resources.

Equal Employment Opportunity

Family Services, Inc. provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.

Americans with Disabilities Act

Applicants as well as employees who are or become disabled must be able to perform the essential duties and responsibilities either unaided or with reasonable accommodation. Family Services, Inc. shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

Job Responsibilities

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential responsibilities of the job and should not be considered a detailed description of all the work requirements of the position. Family Services, Inc. reserves the right to revise the job duties and responsibilities at any time with or without notice, based on the needs of the organization.