POSITION DESCRIPTION

Position: Grants Manager  
Department/Location: Esperanza Support Center  
Supervisor: Director of Development  
FLSA Status: Exempt

POSITION SUMMARY

The Grants Manager is responsible for the overall management and reporting of current grants including the acquisition of new grants that are in alignment with Esperanza Shelter’s mission and vision.

ESSENTIAL FUNCTIONS

- Maintain and manage a vibrant and accurate donor base and pipeline by creating and utilizing organizational that is tracked in a database.
- Oversee the administration of the an accurate donor mailing list, grant pipeline and database that respects the privacy and confidentiality of donor and grantor information.
- Interface Works with the Finance Department to on reconciliations of contributions and allocations.
- Evaluate, course correct as necessary and report out on grant activities to ensure all grant reporting is accurate and on time.
- Become familiar with clients’ stories (without identifying information) and share these stories with donors and potential donors.
- Review, modify and implement guidelines and procedures to enhance the effectiveness and overall success of the Grants Department.
- Attend and actively participate in Esperanza Shelter meetings and invited functions.
- Build capability among team members to enable a high level of productivity and self-sufficiency.
- Work with the Executive Director and Director of Development to ensure grant reporting is being completed, accurate files are maintained and that Esperanza’s goals are being met in relation to grants contractor.
- Conducts and identifies grant opportunities from federal, state, local, and Tribal grantors, private foundations, philanthropic donors, and corporate organizations.
- Leads grant planning meetings, conducts program interviews, and manages communication with staff and funders to compile information needed to complete assigned grant applications.
- Writes grant proposals with understanding of organizational goals and objectives.
- Performs other duties as needed.

Required Skills

- Skilled in project management or grant management
• Ability to develop strong working relationships with participants in shelter services.
• Computer literacy in the Microsoft Office Suite.
• Excellent verbal and written skills.
• Excellent problem solving and analytical skills
• Written communications – able to write clearly and complete required reports with good grammar.

Preferred Attributes:
• Maintaining a professional and non-judgmental demeanor.
• Being adaptable and flexible, as well as being able to thrive in fast-paced, intense and unpredictable environments.
• Dependability – consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
• Excellent planning and organizing skill.
• Knowledge in human services, community agencies or other related nonprofit or social change organizations.
• Be able to work independently and make sound judgements.

MINIMUM QUALIFICATIONS
• A Bachelor’s Degree in public administration, business administration, social work or related field or equivalent work or and training preferred.
• Master’s Degree in business administration preferred.
• A minimum of four years’ experience and/or training in related field.
• Proficient in MS Office Suite and general computer skills.
• Must possess a valid NM Driver’s License.
• Ability to lift up to 20 lbs.

By my signature below, I certify that I have read my Job Description and understand my assigned responsibilities

__________________________________________
Employee Signature Date

__________________________________________
Employee Printed Name