



Position Title: Grants Manager
Reports To: Senior Program Officer
Classification: Exempt
Last Revision Date: 9/6/23

POSITION SUMMARY:

Works as member of Program Department to support implementation of the foundation's strategy. Supports the grant portfolio and administration as well as grantee relationship management. Responsible for the management of grant proposals processes, including but not limited to research, evaluation, and the building of strong relationships with grantees and internal staff.

POSITION ACCOUNTABILITIES:

- Provide ownership of the grants administration process
- Offer administrative support to program team and Quantum in the Community (QIC) program
- Maintains positive working relationships with grantees
- Provides support to grantees through application process and on-going grants
- Manage contracting and administrative compliance with grantees
- Manage report review process, identifying and communicating learnings and stories of impact
- Develop and review reporting requirements for grantees and communicates relevant grant reports in a timely and compelling manner
- Assist w/ production of publications (e.g., Impact Reports, Grantee Directory, Annual Report, etc.)
- Prepares grant agreements and establishes payment and reporting schedules
- Recommends grant administration policies
- Performs various grant administration functions including ongoing reporting requirement tracking and monitoring of awarded grants
- Ensures proper records are maintained in grants management software
- Action-orientated and entrepreneurial self-starter who can work well independently and in teams
- Inputs and extracts data from grants software
- Communicates relevant grant information in a timely and compelling manner
- Coordinate the preparation of Grants Committee packages and ensures distribution is made in a timely manner
- Support and maintain effective relationships with new and existing community/business partners as directed by the Senior Program Officer
- Coordinate and oversee the preparation of responses to various requests for information
- Strong proficiency with research, data collection, review, analysis, documentation and reporting applications, including Excel, Word, PowerPoint and databases
- Performs other duties as assigned

KNOWLEDGE, SKILLS, QUALIFICATIONS:

Minimum Bachelor's Degree
Experience with database management
Minimum of two years of non-profit experience, preferably in the area related to the Foundation's strategy
Excellent administrative skills, with a preference for database management
Excellent written and oral communication skills
Highly proficient in computer skills including social media
Well organized, self-starter
Ability to work with diverse groups of people
Demonstrated ability to work exceptionally well in a team environment