



JOB TITLE: Grants Manager

JOB TYPE: Full-Time

SALARY RANGE: \$38,000-\$55,000

REPORTS TO: Director of Development

BENEFITS: Paid time off - Sick leave - Health Insurance - Retirement plan – Paid holidays

JOB DESCRIPTION

The Grants Manager is responsible for developing and managing a pipeline of current and prospective grant funders that align with LIFT-UP's priorities. Through planned research, identification, development, cultivation, stewardship, compliance, and reporting activities, the Manager will submit proposals and manage awards in support of the LIFT-UP's mission and operating goals. The Grants Manager will utilize this mindset to successfully cultivate relationships, foster collaboration, and support a culture of trust with colleagues, partners, and funders. This is a full-time position, salary, regular weekday office hours, some evening or weekend work may be required to meet deadlines.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Reports to the Director of Development.
- Manage and inform strategy to develop strong, expanding pipelines of grant-based donors for LIFT-UP.
- Track and monitor annual revenue goals for grants to provide financial updates and recommendations for annual budget development.
- Analyze grant funding trends to identify growing programs and opportunities for increased funding.
- Conduct internal and external research to identify funding opportunities with foundations, governmental agencies, corporate, and community-based funding organizations.
- Cultivate, manage, and maintain relationships with organizational funders and stakeholders through targeted and strategic outreach, interpretation, and stewardship.
- Monitor application and reporting timelines and communicate them inter-departmentally to ensure we are meeting funder deadlines and requirements.
- Write grant proposals, letters of interest/inquiry, concept papers, and related materials for proposal submissions that align with funder interests and LIFT-UP priorities.
- Work with staff to ensure they are informed of the requirements of grant contracts and assist in advising on how best to navigate any necessary changes through communication with funders.
- Conduct internal education to help staff in identifying projects eligible for or requiring grant funding, how grant funding fits within the organizational budget.
- Maintain and manage complete records and files in accordance with LIFT-UP's record-keeping policies, related to past, present, and prospective grant-based donor engagement, that includes funder and proposal information, award letters, contracts, key documentation.
- Other duties as assigned.

KNOWLEDGE, SKILLS, & ABILITIES

- Minimum two years of grant writing experience.
- Experience working with an operating budget in excess of 3 million.
- Experience working with grants in excess of \$500,000 annually.
- Bachelor's degree in Business Administration, English or Non-profit management.
- Excellent interpersonal and communication skills, both written and verbal.
- Ability to manage multiple projects and timelines.
- Understanding of best practices and methods to achieve revenue goals, overall grant-based donor strategies, and effective communication of the mission.
- Knowledge of the basic concepts related to fundraising and grant management.
- Ability to adapt to a changing environment and remain flexible.
- Excellent initiative and ability to work independently as well as part of a team.
- Ability to collaborate with diverse teams of staff, partners, committee members, and other stakeholders.
- Excellent computer skills. Experience with Microsoft Office.
- Detail-oriented, with strong strategic planning and organizational skills.
- Ability to represent LIFT-UP in a professional, poised and positive manner at all times.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 40 pounds.