



# GRANTS MANAGER

**DEPARTMENT:** Development

**REPORTS TO:** Vice President of Resource Development

**CLASSIFICATION:** Non-Exempt

**# OF HOURS:** Full-Time, 40 hrs

**PAYRATE:** D.O.E.

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## POSITION PROFILE:

The SAY San Diego Grants Manager plays a critical role in reaching development goals for a large multi-service agency through prospecting, editing and writing grant proposals to national, state and local government, as well as private and corporate foundations. The Grants Manager has excellent written communication skills that include the ability to conceptualize, synthesize, organize, and persuade. The Grants Manager has proven strengths in writing, synthesizing ideas from others, and editing. The Grants Manager is also responsible for organizing grant prospects, deadlines, flow of work across teams, and reporting. In this position, it is also essential to continually seek to learn and improve, hold a passion for our mission, and effectively translate program needs, ideas and data into convincing and cohesive narrative.

## ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Research and identify opportunities and evaluate appropriateness to agency goals
- Manage calendaring of prospective and active grant proposals, including LOI, application, proposal and report deadlines
- Respond to program content, needs and designs, to create compelling proposals
- Gather and synthesize content, data and ideas from program and administrative staff and produce submission-ready documents for senior management review
- Serve as manager of all the work flow and deadlines for proposals, communicating needs clearly to other staff regarding their roles and responsibilities on a given project
- Function as primary writer, editor, and proofreader of proposals and oversee team roles
- Manage reporting requirements of all grants and support the Director of Compliance and Contracts, as needed, on public grants and contracts reporting
- Oversee packaging of grants for final submission and ensure accuracy and completeness of proposals and documents
- Attendance at and/or coordination of bidders conferences and site visits
- Provide content and serve as primary editorial support for the annual report and other publications or communications, especially as they relate to program needs and outcomes
- Plays a team role in development planning and support of other events and other activities that support funding goals of the agency
- Helps to build the capacity of staff leaders (managers and directors) to respond to RFPs, and grant opportunities through training and coaching.
- Coordinates with proposal writing consultants, hired as needed

## QUALIFICATIONS (Education, Experience and Certifications):

- BA Degree in Communications, English, Professional Writing or a similar major
- Experience with a non-profit team environment preferred
- Excellence exhibited over time in both grant and non-grant writing and editing work

## KNOWLEDGE, SKILLS AND ABILITIES:

- Outstanding grammar and research skills
- Competency in maintaining accurate and detailed records
- Ability to meet deadlines and manage multiple priorities
- Capable of working independently and responsibly



# GRANTS MANAGER

**WORKING CONDITIONS:**

**ENVIRONMENT:** Office and occasional off-site functions. Typically an office environment with adequate lighting and ventilation and a normal range of temperature and noise level.

**PHYSICAL REQUIREMENTS:** While performing the duties of this job, the employee is regularly required to sit, use hands and arms to perform repetitive motions. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. Moderate dexterity application of basic skills (calculator, keyboard, hand eye coordination, etc.).

**MENTAL:** Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level. Must be emotionally mature, stable, tactful and be able to provide professional leadership.

*The Job Description is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*