



Jack & Jill Childrens Center – Grant Manager

JOB TITLE: Grant Manager

DEPARTMENT: Development

CLASSIFICATION: FLSA Exempt

REPORTS TO: Chief Development Officer

SUPERVISORY RESPONSIBIITY: No

POSITION TYPE AND EXPECTED HOURS OF WORK: Fulltime Position, Monday through Friday, Occasional Evening and weekend hours required

REVIEWED/REVISED DATE: January 2018

REQUIRED EDUCATION: Minimum Bachelor's degree in business, communications, or related field.

REQUIRED LICENSE: Non-required

REQUIRED CERTIFICATIONS: CPR/First Aid for Infant through Adult

REQUIRED WORK EXPERIENCE: Minimum of three years of experience in non-profit fundraising, community relations, and/or donor relations.

REQUIRED QUALIFICATIONS:

Ability to orally communicate effectively with others, with or without the use of an interpreter.

Ability to communicate effectively in writing, using the English language, with or without the use of auxiliary aids or services.

Ability to work cooperatively with colleagues and supervisory staff.

May be required to accomplish job duties using various types of equipment/supplies, to include but not limited to, pens, pencils, calculators, computer keyboards, telephones, etc.

Ability to use computer software to organize information, effectively communicate, maintain data, and develop a variety of correspondences and reports.

Demonstrates leadership abilities.

Maintain open communication, confidentiality and professionalism at all times.

Follow and enforce Center's policies and procedures at all time as listed in employee and parent handbooks.

JOB SUMMARY/PURPOSE: The Grants Manager is responsible for managing the quality and success of the grant writing process. The Grants Manager manages all grant strategies and processes for all departments, including but not limited to: research, budgeting, program design, proposal writing, prospect cultivation, stewardship, and outcome tracking. The Grants Manager multi-tasks and has the ability to work independently.

ESSENTIAL JOB FUNCTIONS:

Grant Management

- Ensures the writing, review and submission of grants and reports for all Jack & Jill's ongoing funding sources are completed on time.
- Meets grant and proposal deadlines by establishing priorities and target dates for information gathering, document preparation, document review and approval.
- Leads and manages monthly grant review meeting with Leadership team.
- Coordinates preparation for and facilitation of pre-funding site visits.
- Researches, identifies and disseminates grant funding opportunities from local, state, federal and private sources to appropriate staff; uses iWave or related grant research software.
- Responsible for stewardship activities related to grants, foundations and other funders.
- Initiates and manages Jack & Jill's grant committee meetings to discuss current and potential funding opportunities, programs, and deadlines.
- Writes new grant proposals to help meet program and budgetary needs of the Center and MHA.

- Maintains a system for tracking proposals submitted and awarded to the Center and MHA.
- Assures that statistics used for funding requests are accurate and up-to-date.
- Manages foundation and grant contracts and assures compliance in all areas.
- Maintains a master calendar of deadlines for foundation reports.
- Manages reporting in Raiser's Edge or related software, and ensures all records are kept accurate and up-to-date.
- Attends off-site meetings pertaining to grants and proposal deadlines when assigned.
- Attend foundation tours and site visits as requested.
- If applicable, supervise and manage the foundation application process of contract grant writers to provide direction, and to ensure timely completion of applications, reporting and audit compliance.
- Oversee collection of data from Family Team and Program Teams for foundation reporting.

Development Functions

- Ensures the recording of all monetary and in-kind donations in donor software and thank you letters to foundations.
- Assist with writing and editing of Jack & Jill's publications including but not limited to: newsletters, annual reports, press releases, website, and social media.
- Assist in the planning and the coordination of fundraising and cultivation events.
- Prepare reports as required.
- Participate in special events, fundraising, social and community events which will require some evenings and weekends.
- Assist the Chief Development Officer with the fostering of board members and current and potential donors.
- Assist the Chief Development Officer with Capital requests.
- Assist in the planning and coordination of 3rd party events.

MARGINAL JOB FUNCTIONS:

- Help plan and execute research projects.
- Participate in appropriate conferences and programs for professional growth.
- Assist in special projects

ADA CRITERIA

PHYSICAL REQUIREMENTS	DESCRIPTIONS	FREQUENCY (O) = 1-33% (F) = 34-66% (C) = 67-100% OF TIME	HOURS/DURATION AT A TIME	DISTANCE	WEIGHT
Standing	Remaining on one's feet in an upright position at a work station without moving about.	F	2	N/A	N/A
Sitting	Remaining in a seated position.	F	2	N/A	N/A
Walking	To move about on foot or traverse work area.	F	3	N/A	N/A
Pushing/Pulling	May include office drawers, carts.	O	N/A	25 feet	25 pounds
Lifting	Raising or lowering an object from one level to another.	O	N/A	25 feet	25 pounds
Carrying	Transporting an object, usually holding it in the hands or arms, or on shoulder.	F	N/A	25 feet	25 pounds

Squatting	To sit in a low or crouching position with the legs drawn up closely beneath or in front of the body; sit on one's haunches or heels.	O
Kneeling	To bear weight on one or both knees.	O
Crawling	To move freely on hands and knees.	O
Bending/Stooping	To bend the head and shoulder, or the body, forwards and downward from an erect position. May also include side or backward bending of the spine.	O
Climb Stair	To go up or ascend, by using the hands and feet or feet only.	O
Climb ladder	To go up or ascend, by using the hands and feet or feet only.	O
Driving	Operate a motorized vehicle.	O
Reaching Overhead	To touch or grasp by extending a part of the body such as a hand).	O
Hand: Grasping	To seize and hold one or more objects in one's hand(s). To work with the hands in placing/turning motions.	O
Hand/Finger: Fine Manipulation	To manipulate small objects rapidly and/or accurately.	C
Hearing	Ability to distinguish between different tones in person and through electronic devices, and understand meaning of words associated with them. To comprehend language.	C
Speaking/Talking	Ability to express or communicated by voice words and ideas to others.	C
Communication	Ability to understand meanings or words and to use words effectively in order to clearly present information or ideas.	C
Vision	Ability to perceive or comprehend through sense of sight, including the ability to read words and recognize symbols.	C
Color Vision	Ability to perceive or comprehend colors through the sense of sight and distinguish between colors.	C

ENVIROMENTAL CONTITIONS: Job requires exposure to the following:	FREQUENCY (O) = 1-33% (F) = 34-66% (C) = 67-100% OF TIME
Blood and/or fluids	O
Latex	O
Extreme noise (interferes with normal conversation)	O
Wet or humid conditions (non-weather)	O
Extreme heat (non-weather)	O
Extreme cold (non-weather)	O
Hazardous waste	O
Fumes or airborne particles	O
Toxic or caustic chemicals	O
Risk of radiation	O
Risk of electrical shock	O
Work near moving mechanical parts	O
Vibration	O
Work in high, precarious places	O
Grease or oil	O
Outdoor weather conditions	O

EEO STATEMENT

Jack & Jill Children’s Center is an equal opportunity employer. All employment activities will be conducted in a manner to assure equal opportunity for all and will be based solely on the individual merit and fitness of applicants, candidates and/or employees without regard to race, color, religion, creed, gender, gender expression, age, national origin, sexual orientation/preference, marital status, pregnancy, disability, veteran’s status, or any other characteristic protected by law. In addition to federal law requirements, Jack and Jill complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

This job description has been approved by all levels of management:

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

For future job postings, follow us on:

Facebook.com/StrategicPhilanthropy

Twitter: @StratPhil