



Grants Manager Position

The Grants Manager supports Kidango's Development and Communications Department in the timely submission of grant applications and reports. Under the general supervision of the Development and Communications Director, writes grant proposals, tracks progress to meet grant reporting requirements, manages grant work planning with internal and external stakeholders to identify needs, gathers information and assembles project/program teams to assure grants submission and reports are completed by their due dates. Along with appropriate staff, the Grants Manager has responsibility for, and demonstrates sound judgment in, key areas of grant compliance. The Grants Manager provides grant budgeting assistance to include modifications, spend-down monitoring, and allocation adjustments; completes donor research to identify prospective government, foundation and corporate grant funding opportunities and maintains comprehensive and updated inventory on all grants submitted; and may be asked to assist Development and Communications staff in fundraising activities.

Essential Functions of this job will include:

- Acquire and maintain sound knowledge and understanding of the organization, and use that knowledge and understanding to better comprehend all projects and programs for which grants will be sought and to recommend the seeking of grants.
- Through interviews and other means, gather information that will easily allow him/her to grasp the concept of a project or program for which funding is sought as defined by the person responsible for carrying it out.
- Seeks out additional grant funding for existing and new Kidango programs
- Attends RFP and/or meetings for new grant opportunities
- Collaborates with staff through meetings to discuss grant opportunities and applications
- Research grant-making organizations and analyze them to identify likely funding sources for specific projects and programs.
- Researches potential government, foundation and corporate grant opportunities to acquire additional funding for Kidango.
- Compiles, writes, and edits all grant applications exhibiting strong expository writing skills and a high-level command of grammar and spelling.
- Develops individual grant proposals in accordance with each grant-making organization's preferences and follow exactly each grant-making organization's guidelines.
- Prepares renewal grants as applicable with local, state and federal government agencies and foundations and corporations.
- Edits draft applications for accuracy and completeness in accordance to grant requirements
- Manages the tracking of existing grants; develops/maintains internal reporting/tracking system
- Manages the process of supplying progress reports when required by a grant-making organization that has funded a project or program.
- Provides development leadership with timely information on potential funding opportunities

- Works collaboratively with Director of Development and Communications to implement funding strategies
- Prepares quarterly and annual reports as required by grant agencies
- Review the budget of a project or program for which funding is sought and make recommendations to better present it to grant-making organizations.
- Keeps in contact with grant-making organizations during their review of a submitted grant application in order to be able to supply additional supportive material.
- Assists Development and Volunteer Coordinator with fund development responsibilities
- Other duties as assigned

Skills and Knowledge includes:

- Knowledge of grant application process and procedures, including applicable laws
- Excellent communication skills, both oral and written
- Strong project/time management skills
- Knowledge of research techniques for prospect grant writing
- Ability to coordinate grant process across Kidango departments, which include Education, Mental Health, Early Intervention, Head Start, Community Family Services, Facilities and Nutrition
- Ability to exercise sound judgment and work independently

Qualifications:

- Bachelors degree or equivalent work related experience
- Over five years direct grant development experience planning, coordinating and managing grant-funded program(s) in a non-profit organization
- Experience with budget development and/or management.
- High proficiency in MS Office Products and proven exceptional grant writing skills.
- Understanding of CDE/CDD Program Expectations preferred.

Other Requirements: Pass health and TB screening and Department of Justice fingerprint clearance.

TO APPLY:

Please fill out an online application/applicant's statement (Please visit <http://kidango.org/careers/opportunities.html> - scroll to bottom of page)

Equal Opportunity Employer/Drug Free Workplace