



## Grants Manager

**Agency Mission:** To create & support one-to-one mentoring relationships that ignite the power and promise of youth.

**Agency Values:**

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|-----------------|------------------|
| -Excellence     | -Relationships   |
| -Integrity      | -Ownerships      |
| -Growth Mindset | -Respect & Trust |

**Position Summary**

The position's focus is to seek and obtain new and renewed funding support through the research, preparation and submission of grants. Duties include (but are not limited to) research of local, regional and national funding sources, researching foundation trustees and cross-referencing names with Salesforce, and BBBS volunteer databases, providing reports and support materials, writing and editing proposals to federal agencies and corporate, independent and community foundations. The Grants manager will maintain an aggressive schedule of grant applications throughout the fiscal year, matching grantor interests with BBBS agency needs.

**Essential Responsibilities**

- Draft and produce proposals to obtain funds for BBBS general operating and special program needs.
- Engage leaders in review process before submitting grant applications.
- Become familiar with content and format requirements for relevant federal, state, and local grants making agencies and foundations. Responsible for strict adherence to those requirements and protocols.
- Work with all BBBS departments in developing the narrative and budget for each proposal. Consult with staff in identifying special projects for prospective funders.
- Draft letters of inquiry, invitation, acknowledgement and thanks related to grant proposals.
- Ensure accuracy of outcomes reporting and management for all grants.
- Maintain, distribute and adhere to a calendar of grant deadlines for current, pending and prospective grants.
- Conduct in-depth research and identify new grant funding sources for BBBS. Cross-reference research databases for donors and Bigs to determine agency connection.
- Prepare proposal-specific charts, financial reports, and program briefs for application addendums.
- Assure technical accuracy and stylistic consistency of all submitted proposals.
- Provide leadership team with regular update reports.

- Develop yearly strategic plan for continued, new and increased support from grant sources aligned with agency strategy.
- Work with Development Database/Information Manager and Finance Department to ensure accurate allocation and accounting of all grant monies, and accuracy of information input into salesforce records.
- Provide interim and final report information to representatives from funding agencies.
- Plan and implement an annual calendar of one-on-one meetings and cultivation activities to strengthen relationships with foundation representatives and trustees.
- Interact with trustees, leadership volunteers, major donors, and corporate leaders in a professional and timely manner by phone, email and/or in person.
- Prepare income budget projections for annual budget process and provide monthly update on actual vs. budget vs. projected income.
- Provide outstanding customer service for all external and internal customers, maintaining a positive, professional image of the Agency.
- Perform other duties in full as assigned.

<b>Key Job Competencies</b>
<b>Strategic Agility</b> – Sees ahead clearly; can anticipate future consequences and trends accurately; has broad knowledge and perspective; is future oriented; can paint credible pictures and visions of possibilities and likelihoods; can create competitive and breakthrough strategies and plans.
<b>Organizing</b> – Can marshal resources (people, funding, material, and support) to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently; arranges information and files in a useful manner.
<b>Results</b> – Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.
<b>Process Management</b> – Good at figuring out the processes necessary to get things done; knows how to organize people and activities; understands how to separate and combine tasks into efficient work flow; knows what to measure and how to measure it; can see opportunities for synergy and integration where others can't; can simplify complex processes; gets more out of fewer resources.
<b>Perseverance</b> – Pursues everything with energy, drive and a need to finish; seldom gives up before finishing; especially in the face of resistance or setbacks.

<b>Cultural Competencies</b>
<b>Accountable</b> – We rise above our individual circumstances and demonstrate the ownership necessary to achieve desired results. We live "above the line" not "below the line". We don't make excuses for our shortcomings like "I didn't know", "that's not my job", "no one told me", "I didn't understand", etc. We practice the four step accountability process of (1) SEE IT. (2) OWN IT. (3) SOLVE IT. (4) DO IT. <b>We manage up.</b>
<b>Adaptable</b> – We are always open to change so our agency can respond quickly to a problem or opportunity. We understand that standing still or protecting the status quo is not a viable option. We are willing to jump in and make things happen. We focus on impact, use data, quantitative and qualitative, to make decisions, as close to the issue as possible. We understand that with each change there are new opportunities to improve our services AND advance our careers.
<b>Coachable</b> – We are capable of listening, willing to take constructive feedback and make the necessary changes to be more efficient and effective.

**Confident** – We approach our work with confidence giving our many audiences, internal and external, assurance that our brand and outcomes are worth the investment of their time, talent and treasure. We demonstrate our professionalism through our thoughtful work, professional appearance and clear and consistent communication. We regularly, formally and informally, communicate our successes and challenges, not only to our teams and supervisors but with others inside and outside the agency who may be of assistance. We know that EVERYONE is available to assist. We “communicate” with others in ways that can be “heard” and we understand the value of closing the loop in conversations. We also know how to apologize when necessary.

**Resilient** – We are always determined to deliver the very best product/program/service AND reach our goals. We are hard workers. We love our work and understand that we must “study our craft” (i.e. read book and articles, attend learning/training sessions, seek out mentors) if we are going to maintain the highest program standards and grow professionally within a high performing agency. When we are knocked down, we focus on the positive, get back up and rebuild.

**Supportive** – We recognize that life throws curve balls and some days are tougher than others. We are here to support each other. We show love and respect to all. We believe in teamwork. We work hard together, find time to enjoy each other and celebrate accomplishments, especially those where we have triumphed over great challenges and uncertainty.

**Grateful** – We are thankful to ALL who give to our organization - Board of Directors, staff, Big Brothers/Big Sisters, individuals, corporations, foundations, government, in-kind donors (i.e. tickets to sporting events), holiday adopters, new renters, etc. We appreciate everyone’s generous engagement in our mission and we find meaningful and consistent ways to show our appreciation and share new opportunities.

## EDUCATION & RELATED WORK EXPERIENCE

- Bachelor’s degree. Minimum three years’ experience in grant writing. Must demonstrate a track record of increased success in obtaining local, regional and national funding from foundation and government agencies. Experience working with foundation representatives.
- Excellent written communication skills and research abilities. Knowledge of personal computer systems and related software (e.g. Microsoft Word, Raiser’s Edge, Excel, PowerPoint).
- Excellent organizational and problem-solving skills necessary. Attention to detail a must. Must be flexible and able to adapt to changing projects, needs, and priorities. Ability to manage multiple simultaneous deadlines and fast-paced schedule.
- Must show initiative in completion and follow-up of assigned projects. Must be a self-starter and able to work independently, meeting deadlines as required

### **Equal Employment Opportunity**

BBBSCO provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.

### **Americans with Disabilities Act**

Applicants as well as employees who are or become disabled must be able to perform the essential duties & responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

To help achieve the mission of the agency, the Grants Manager may have to assume additional tasks and responsibilities as assigned by the Chief Financial Officer or their designee.

This job description should not be interpreted as an employment contract. The Agency reserves the right to unilaterally and periodically modify this job description as is consistent with its goals and objectives.

If you have any questions or do not understand the job description as written, please see the Chief Financial Officer immediately. If you understand everything completely, please sign and return to the Chief Financial Officer.

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Signature

Date