



Grants Manager

Position Description

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 the CRM and BBBS volunteer databases, providing reports and support materials, writing and editing proposals to federal agencies, corporate, independent and community foundations, managing current grant deliverables, fostering relationships both internally and externally, and remain in close working contact with finance and affiliate CEOs.

The Grants Manager will maintain an aggressive schedule of grant applications throughout the fiscal year, matching grantor interests with BBBS agency needs.

<p>Reports To: Vice President of Mission and Engagement Status: Full Time, regular, exempt</p>
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Core Duties & Responsibilities:

Draft and produce proposals to obtain funds for BBBS general operating and special program needs, including Big Brothers Big Sisters' Camp Oty'Okwa and one-to-one mentoring programs. Obtain necessary edits and approvals 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. Partner with Mission & Engagement team to effectively steward relationships with funders.

Attend United Way outcomes and allocations training sessions. Ensure accuracy of outcomes reporting and management for United Way investment and allocation process.

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. In partnership with the Finance Department and Impact Department, prepare proposal-specific charts, financial reports, and program briefs for application addendums. Assure technical accuracy and stylistic consistency of all submitted proposals.

Provide Vice President of Mission & Engagement and CFO with regular update reports, as required by Development Standard Operating Procedures (SOP). Develop yearly strategic plan for continued, new and increased support from grant sources.

Work with Mission & Engagement Department and Finance Department to ensure accurate allocation and accounting of all grant monies, and accuracy of information input into CRM 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.

Ensure accuracy of credit lines for recognition and implement all agreed-upon foundation recognition benefits.

Prepare income budget projections for annual budget process and provide monthly update on actual vs. budget vs. projected income.

Serve as a liaison between our affiliate and BBBS State organizations on matters pertaining to Statewide funding.

Provide outstanding customer service for all external and internal customers, maintaining a positive, professional image of the Mission & Engagement Department and Big Brothers Big Sisters of Central Ohio.

Perform other duties in full as assigned.

Position Requirements

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, RE and Salesforce, Excel, PowerPoint).

This individual will need to be highly organized and proactive to stay on track of the various deliverables and items due to them from other areas to meet submission deadlines.

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.

Position Standards

Drive for Results -- 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.

Written Communications – is able to write clearly and succinctly in a variety of communication settings and styles; can get messages across that have the desired effect.

Strategic Ability – Sees ahead clearly; can anticipate future consequences and trends accurately; has broad knowledge and perspective; is future oriented; can articulately paint credible pictures and visions of possibilities and likelihoods; can create competitive and breakthrough strategies and plans.

Planning – Accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work into the process steps; develops schedules and task/people assignments; anticipates and adjust for problems and roadblocks; measures performance against goals; evaluates results.

Organizing – Can marshal resources (people, funding, material, 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.

Listening – Practices attentive and active listening; has the patience to hear people out; can accurately restate the opinions of others even when he/she disagrees.

Peer Relationships – Can quickly find common ground and solve problems for the good of all; can represent his/her own interests and yet be fair to other groups; can solve problems with peers with a minimum of noise; is seen as a team player and is cooperative; encourages collaboration; can be candid with peers.

Performance Standards

Maintain current deadlines and deliverables.

Increase fiscal year foundation revenues from renewed, new, and increased grants to meet or exceed departmental/agency budget requirements.

In addition to proposals to renewing funding sources, submit two (2) new grant proposals to prospective funding sources each month. Identify forty (40) viable prospects per year.

Within one (1) month of new fiscal year, produce profile reports of current funders for database records.

Within three (3) months of new fiscal year, conduct one-on-one meetings with representatives of current foundation funders to seek input.

Within four (4) months of new fiscal year, plan and implement one cultivation opportunity for foundation representatives.

With Vice President of Mission & Engagement, plan and implement one joint evaluation session with community representatives, donors and trustees to determine key funding linkages.

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.

Background Check

It is the policy for Big Brothers Big Sisters of Central Ohio (the Agency) to require a criminal background check for all employees during pre-employment screening and repeated at a minimum of every three years depending on specific grant-related specifications. Refer to the employee handbook for full policy.

Drug and Alcohol Policy

Big Brothers Big Sisters will maintain a drug-free workplace policy that prohibits the use of all illegal substances and alcohol under state and federal law. The use of alcohol or drugs by employees can impair the ability of employees to perform their duties, adversely affect our customers and customers' confidence in our Agency and jeopardize the safety of our employees and those with whom we work. This policy does not prohibit the proper use of medication under the direction of a physician; however, misuse of such medications is prohibited. Refer to the employee handbook for full policy.

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 Human Resources/Operations.

Signature

Date