**Grants Manager**

**People Working Cooperatively**

**Position Overview**

Responsibility for all aspects of grant research, development, writing, submission, and reporting. Development of grant/contract proposals from concept to submission. Identifying new funding sources, completions of renewal grants/contracts, research and processing of new program applications, and capital development grants. Provide progress and final reports as required. Coordinate collaboration between PWC and other organizations if necessary.

**Essential Job Functions**

* Provide written proposals in grants/contracts with budget analysis and completion.
* Develop foundation (past, present, potential) donors through grant/contract seeking; phone calls, letter/correspondence, follow-up, thank you and reports.
* Coordinate with the Finance Department regarding all budget activities related to funding requests and reports.
* Acknowledge all grant awards and initiate grant cover sheets.
* Research new/potential donors (foundations, organizations) and develop organizational contact and relationship to meet present and expanding income goals.
* Create original written material based on the latest statistic, research information for grants and correspondence to donors. Incorporate information into proposals, newsletters, brochures, and special event collateral pieces.
* Maintain all foundation grant/contract files.
* Leadership of Grant Activity Workgroup overseeing successful implementation of grant funded projects.
* Stay current on all funder initiatives/changes.
* Record grant-related information in Donor Perfect database system.
* Management of agency presence on grants.gov, Guidestar, charity navigator, and similar.

**Requirements/Qualifications**

The qualifications listed below are representative of the knowledge, skill and/or ability required.

* Experience in fiscal and budgetary projects; experience with City, State and Federal Proposals.
* Experience in developing relationships with both private and public entities; ability to professionally represent and make funding case for the agency.
* Experience with working with both For-Profit and Not-For-Profit Resources.
* Experience in successful grant writing; demonstrated grant writing, verbal presentation and analytical skills.
* Strong written communication skills.
* Demonstrated ability to organize, prioritize, and manage deadlines.
* Proven experience in creatively and successfully researching information regarding new foundation/donor prospects.
* Demonstrated understanding and interest of PWC’s program, related research and development efforts.
* Experience in planning agendas and leading committees.

**Education and/or Experience**

* BA Degree in English or related field desired.
* Proven track record in developing, writing and securing grants.
* Knowledge and experience with private foundation, governmental, and corporate programs preferred.
* Experience with federal grants preferred.

**Other Skills/Abilities**

* Experience in conducting research and information gathering to support proposals.
* Understanding of and commitment to agency mission.
* Ability to work independently.
* Knowledge and experience with word-processing/database software, required.

**Physical Demands**

* Ability to regularly lift and/or move up to 10 pounds.
* Ability to sit at a computer for long periods of time.
* Close and distant vision is required.
* Frequent standing, stooping, walking, bending, crawling, and lifting of light to medium objects.

**Work Environment**

* Office

**EOE/M/F/Veterans/Disabled**