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| **FAMILY ELDERCARE****Grants & Contracts Manager****Job Description** |
| Job title: Grants & Contracts Manager | Reports to: Chief Development and Communications Officer |
| Program: Development and Communications | Work Location: Rutherford Location |
| Position Status–Full Time FLSA Classification–Exempt | Salary Range: $61,505.60 - $71,510.40 |
| **SUMMARY**The Grants and Contracts Manager oversees all aspects of securing and managing grants and contracts, including researching funding opportunities, preparing proposals, and ensuring compliance with regulations and reporting requirements. The Grants and Contracts Manager cultivates and manages relationships with current and prospective funders and collaborates with program management on data oversight and related outcomes.  The Grants and Contracts Manager also works with the Chief Development and Communications Officer to create a development strategy to secure funding for the organization.  **Essential Duties and Responsibilities:*** Creates and implements an annual development plan for private and public funding that supports the organization’s strategic goals.
* Cultivates and stewards relationships with funders and other community partners including initiating contact, overseeing communication, writing proposals and related reports, and maintaining the grants and contracts database.
* Supports creation and dissemination of standard operating procedures to assist staff in making decisions, problem-solving and improving workflow efficiencies.
* Maintains a master calendar of grants, prospects, and government contracts and all associated files and correspondence.
* Collaborates with program staff to ensure accurate and timely submission of proposals, reports, and letters of interest.
* Maintains a library of support documents including budgets, audited financial statements, 990s, Board/staff lists, etc.
* Oversees processes to track and manage application prospecting, submissions, stewardship, and reporting.
* Lead funding proposal development and submission—preparing and organizing materials for proposals, and submitting and monitoring funding applications.
* Maintain funder compliance and reporting, including outcome measurement and project budgets.
* Works closely with the Finance Department and Data Governance Committee
* Supervises, trains, conducts performance reviews, and ensures HR policies are followed by direct reports.
* Participates in the interview, selection, and--if applicable--the onboarding of new team members.
* Other duties as assigned.
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| **Competencies:*** Project management skills.
* Proven record of results in grant writing and grant management.
* Ability to provide leadership, mentorship, and supervision.
* Excellent critical thinking skills.
* Motivated self-starter with the ability to work independently with purpose and accuracy.
* Detailed-oriented.
* Excellent collaborative and interpersonal skills.
* Exceptional writer with excellent editing and proofreading abilities.
* Ability to communicate effectively.
* Ability to adapt to change and can be “outside-the-box” thinker.
* Driven to meet or exceed goals and performance objectives.
* Proficient in Microsoft and grant management software applications.
* Ability to apply supervision feedback toward enhanced performance commitment to diversity, equity, and inclusion.
* Passion for serving marginalized communities, social and economic justice.
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| **Education and/or Work Experience Requirements:*** Bachelor's degree in applicable field required with at least 5 years of successful grant writing and 3 years of grant management experience, and proven ability to secure government and private funding.
* 3 years of supervisory experience.
* Previous experience with drafting, and managing government contracts within a nonprofit organization highly preferred
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| **Working Conditions/Physical Requirements:*** Work duties occur both in an office and remote.
* A significant amount of time is spent on the computer and sitting.
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| **Acknowledgement and Review:**By signing this job description, I acknowledge that I meet the qualifications, and am willing and able to perform all job functions, duties, and responsibilities. I further understand that I am responsible for promptly and effectively communicating in writing to the Company any need for accommodation. I acknowledge that I have read, understand, and may receive a copy of this Job Description. I further understand that Family Eldercare reserves the right to modify any organizational policies, procedures, practices, guidelines, and processes based on organizational needs. |
| **Print Employee Name** |
| **Employee Signature** | **Date:** |