



<b>Job Title:</b>	Manager, Grants and Major Gifts	<b>Position Type:</b>	Full-time
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**Reports To: Vice President of Development**

**Job Description**

**Position Summary:**

The Manager of Grants and Major Gift Development is a member of the Development team, and has strong relationships with organization leadership, leadership volunteers, and program staff who manage Grace Hill’s education, economic, and community development programs.

- write and edit proposals in response to grant funding guidelines, and comply with all follow-up grant reporting
- build strategic relationships with current funders and potential funders
- create development and agency messaging for grant and marketing materials
- research new and current mission-related funders
- work with select program staff to identify priority projects, and find and create content for grant proposals
- oversees the coordination of all program proposals and assists in the management of Grace Hill’s grant reporting calendar
- create, track, and maintain grant and relationship activity in Raiser’s Edge
- provide and support grant writing project management skills among program staff;
- develops efficiencies in processes and strategies for review and implementation; and, participate, and sometimes lead, the development team on various fundraising projects as requested.

**Job Requirements and Qualifications:**

**Minimum Required Education:**

Undergraduate degree from an accredited 4-year university or college from a program with a strong curriculum emphasis on writing proficiencies, and critical and analytical thinking.

**Minimum Required Experience:**

Minimum of five years of experience in grant proposal writing with corporate, foundation, and individual funders, with demonstrable experience managing grant cycles. Grant reporting with a proven record of accurate performance. Working knowledge of prospect research best practices and proposal data. Competence in constituent relationship management software, preferably Raiser’s Edge. Working knowledge of, and experience with, the functions and practices of a successful, ethical, and conscientious nonprofit development department.

**Licenses/Certifications:**

CFRE preferred but not required

**Other Skills Required:**

- Ability to manage a fundraising grant portfolio with superior attention to internal and external deadlines, for multiple grant submissions and reports concurrently.
- Ability to effectively communicate information and ideas, both orally and in writing.
- Ability to effectively communicate and interact with individuals involved in all aspects of programming –grantors, funders, partner agencies, members of the community, and coworkers.
- Ability to foster teamwork; train, supervise and direct the work of community development managers and staff members in the grant making process.
- Excellent organizational skills, including the ability to work productively and make informed decisions.
- Ability to maintain strict donor and client confidentiality.
- Proficient in using Microsoft Office applications (Microsoft Word, Excel and PowerPoint).
- Displays courtesy, tact, consideration, and discretion in all interactions with grantors, funders, partner agencies, members of the community, and coworkers. Maintains a pleasant demeanor and works in good faith to improve internal and external relationships.

**Supervisory Responsibilities:**

Volunteers.

**Fiscal Responsibilities:**

None.

**Working Conditions / Environment:**

Normal office conditions.

Standard workweek hours are Monday through Friday, 8:00am – 5:00pm, with occasional training and development events outside standard hours.

Work may require occasional travel to Grace Hill facilities and external partners' sites, almost all within the St. Louis metropolitan area.

Occasional lifting of supplies and materials up to 25 lbs.

**Machines, Tools, Equipment and Work Aids which may be representative but not all inclusive of those commonly associated with this position:**

Telephone, copier, fax, personal computer, common application software

**Essential Duties and Responsibilities:**

1. Undertakes prospect research to identify appropriate grant sources, using current directories and publications, internet resources, professional contacts, program staff.
2. Maintains a primary staff solicitor relationship with a selected group of funders, donors, and prospective donors, and meets annual action goals.
3. Recommends appropriate grant opportunities to program staff, and fields grant opportunity suggestions from program staff and leadership volunteers. Works with staff to support proposal research and writing.
4. Assists the President, Vice President of Development, Development staff, Finance staff, and Program Officers in maintaining relations in the grant-making community to maximize the success rate in securing grants.
5. Prepares proposals and writes correspondence to apply for funding from grant makers.
6. Develops and recommends financial goals for grants and contracts in coordination with staff.
7. Develops and maintains systems to monitor the grant process from identifying a potential source to submitting a final report that has been reviewed for quality assurance.



8. Ensures that all process information regarding grant makers is entered in Raiser's Edge.
9. Keeps abreast of trends and practices in giving and in grantsmanship.
10. Keeps abreast of trends and practices in St. Louis' social service and community development efforts.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

"Commonly associated" is not intended to mean always or only. There are different experiences that suggest other ways or circumstances where reasonable changes or accommodations are appropriate.

***An Equal Opportunity/Affirmative Action Employer***

***Services Provided On A Non-Discriminatory Basis***