

## Position Description

**Position:** Grant Manager

**Supervisor:** Director of Development

The following is a list of duties, which are considered essential functions of this job. This list is not exhaustive, as all positions at Zacharias Sexual Abuse Center (ZCenter) are dynamic. This is consistent with our need to be flexible and responsive to the needs of our clients, donors, volunteers, etc. The employee who occupies this position is expected to assume any/all duties assigned by management, irrespective of whether such duties are specifically included in this list. While an effort is made to thoroughly describe the customary manner in which this job is performed, reasonable accommodations will be made for qualified individuals with disabilities who may not be able to this job in the manner indicated.

### **SPECIFIC RESPONSIBILITIES INCLUDE:**

- Grant submittals including letters of intent, proposals, and reports, and assembly of all required documentation including budgets.
- Manage grant calendar and track grant fulfillment. Create and adhere to timetables and deadlines.
- Produce grant reports in a timely manner. This includes working with administrative and program staff to collect required program and financial data.
- Prepare Letters of Intent and grant applications to government, foundations, corporations and individuals.
- Monitor spending of grants in close collaboration with the Director Team.
- Schedule and participate in foundation and corporation site visits and funding presentations.
- Identify funding opportunities: research, identify and prioritize government, foundation and corporate funding sources and potential grant opportunities to support the mission.
- Develop proposals for new partnerships
- Build strong relationships with funders
- Serve as community liaison to funding agencies and organizations as appropriate.
- Support development activities.
- Assist the agency in implementing a diversity strategy that embraces all individuals and ensures that the agency services are accessible to all clients, regardless of gender, race, language, ability, sexual orientation, religion, age or socio-economic background.
- Perform all other duties as assigned by the Director of Development and Executive Director.

### **QUALIFICATIONS:**

- Bachelor's Degree.
- At least three years of fundraising experience with a particular focus on writing (proposal composition, press releases, collateral copy).
- Knowledge of word processing software MS Word, Excel, Power Point and Raisers Edge.
- Time flexibility for some evening or weekend work.
- With the entire staff, the Grant Manager will be responsible for quality service delivery throughout the agency. S/he will demonstrate a commitment to the mission and philosophy of ZCenter geared towards ending the cycle of violence, helping to eradicate the effects of sexual assault, and empowering survivors by validating their experiences, and helping them to understand their response to the trauma. (See ZCenter Mission Statement and Philosophy Statement.)

**SKILLS REQUIRED:**

- Detail oriented and organized.
- Excellent verbal and written communication skills and the ability to communicate programmatic objectives and accomplishments.
- Ability to multi-task and prioritize.
- Comfortable working with staff and volunteers at all levels of the organization.
- Basic understanding of how data is used in planning and evaluating program objectives and measuring impact.
- Ability to conduct prospect research.
- Flexibility for some evening and weekend work.
- Ability to accept, understand and relate sensitively to people of varied socio-economic, racial, cultural, and experiential backgrounds.
  - A feminist perspective of violence in our culture, including:
    - The understanding that sexual violence is connected to a much larger context of oppression, and
    - A belief that sexual violence is rooted in our culture and not individual pathology.

Employees of ZCenter must at all times maintain a positive work atmosphere by behaving and communicating in a manner that supports and strengthens healthy and professional relationships with donors, clients, volunteers, co-workers, and supervisors.

Please email resume to: [cguzolek@zcenter.org](mailto:cguzolek@zcenter.org)