



Grant Manager Job Description

Overview: Beyond Housing exists because home matters. We begin with actual houses and housing preservation, focusing on quality and stability to give people a place to start. But there is more to a home than the house ~ home is about the life that happens in and around the house, as well as the life that fuels and draws out the best of the people within it. That life, in turn, is shaped by the community, its influences, its structures, and the people and dynamics that define it.

Beyond Housing helps entire communities become better places to live. We engage where we're needed, focusing on building consensus among leaders, providing and preserving housing, fostering community structures that shape lives, and guiding systems that make people's lives better.

We lead with vision for what a community can be ~ every community is different, but thriving communities tend to share the same basic set of positive traits regarding housing, safety, education, health, infrastructure, and access to basic human services.

We bring together leaders and resources, volunteers and citizens, and pursue a wide assortment of creative approaches to build stronger, healthier communities for life.

Finally, we are community builders, not kingdom builders. "It's their neighborhood, future, & dreams". Our objective is to help build, and contribute the good things we do for the sake of adding value to the lives of the people we're honored to serve.

Position: An ideal candidate for the Grants Manager position is highly organized with the ability to implement systems and follow-up processes; effectively work under pressure; use independent judgment; and produce a quality work product within tight time constraints. Must possess excellent writing and computer skills, comprehensive knowledge of funding and prospect research, and demonstrate a proven track record in securing new funding opportunities. Will also be able to make independent decisions, and use strategic thinking in discerning appropriateness of funding opportunities in relation to organizational priorities. The ability to collaborate with staff outside the Development Department on proposals, reports, and other donor communications is an essential function of this position. This position will also be supported by a Grant Writer and/or a Contract Grant Writer in 2020.

Responsibilities include, but are not limited to:

- Stay informed of the current funding landscape, trends, and priorities
- Acquire and maintain sound knowledge and understanding of the organization and its mission in order to strategically identify grant opportunities
- Maintain regular communication with staff regarding programs changes and funding needs to inform ongoing grant seeking strategy
- Identify, prepare, and submit proposals and grant applications in response to public and private grant opportunities
- Research possible grantors, grant deadlines, average and maximum grants amounts, grant requirements and co-develop strategies and proposals for support.
- Determine efficient method to track application/report deadlines, manage grant files, and organize other information on current and potential grant prospects
- Work closely with compliance staff to monitor programmatic and budget requirements of grants
- Proactively manage stewardship activities with grant funders.
- Support the work of the development and marketing team as needed, including participating in fundraising events, community events, and additional fundraising activities as needed.



Personal Qualities:

- **Collaborative** -- A dynamic personality that is collaboratively minded, can recognize and identify strengths, seek consensus around mutual goals, and build meaningful relationships.
- **Creative and Curious** -- A systems-thinker and builder, who is not afraid to be innovative in designing solutions and has skills in articulating these ideas and concepts.
- **Methodical** -- Strong analytical, systems, and problem-solving skills to evaluate performance, prepare reports, and recommend/implement solutions using independent judgment. Ability to move from concepts to action through strong program design and evaluation.
- **Reliable** -- Leadership skills that reflect and value a team approach, demonstrated integrity, effectiveness, efficiency, and the ability to deliver high quality service. Highly capable of handling multiple tasks, projects and timelines. Excellent oral and written communications skills.
- **Trusted** -- Ability to work with residents, partners, and staff of diversified backgrounds with a positive, optimistic, solutions oriented attitude. Shares a deep respect for the community, its stakeholders and the residents that we serve.
- **Driven** -- Passion for the work and an interest in continuous learning and improvement.

Preferred Experience and Qualifications:

- Bachelor's Degree
- Experience in writing grant proposals
- A proven record of successfully securing grant funding
- Strong writing and editing skills
- Working knowledge of prospect research and information sources for proposal data
- Demonstrated experience in cross-organizational collaboration
- High attention to detail
- Ability to perform and respond under pressure
- Experience completing time-sensitive tasks

Supervisor:

Associate Director of Development

Salary and Benefits:

Full-time salaried position with benefits as determined in current Beyond Housing Employee Handbook

Application Instructions:

Please send resume, cover letter and salary requirements in MS Word format to HR@BeyondHousing.org. This position will remain opened until it is filled. For more information on Beyond Housing, visit www.beyondhousing.org

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of all responsibilities, duties, and skills required. Beyond Housing is an Equal Opportunity Employer.

ADA – Beyond Housing is committed to furthering the purpose of the American with Disabilities Act (ADA). The company is always willing to consider reasonable accommodations, which may allow a disabled person to perform this or any other job. The **Summary of Physical Requirements** is a list of what we believe at this point to be necessary in order to perform the essential functions of the job.



Diversity & Inclusion Statement At Beyond Housing, we are committed to promoting **Diversity, Inclusion, and Equity** throughout our organization and culture. We strive to understand and appreciate the individuality of every employee and create a better place to work for all. We nurture a culture where everyone positively acknowledges equity through action and is aware, understanding, and appreciative of diversity.

Our vision is to go beyond simple tolerance and fully embrace the things that make each person unique. We recognize that our employees' differences support our ability to advance equity for the communities we serve. Further, we understand that equity is critical to the fulfillment of our mission to help entire communities become better places to live.