



GRANT MANAGER

Job Description

Overview: Beyond Housing is a nationally recognized community development organization that works to strengthen families and transform underserved communities to create a stronger, more equitable, and prosperous St. Louis region for all. 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 Summary:

The Grants Manager position is highly organized with the ability to implement systems and follow-up on 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 record of accomplishment 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.

Responsibilities include, but are not limited to:

- **Lead Grants Team – 70%**
 - Oversees work of Grant Developers
 - Ensure funding proposals and reports leaving the grants team are of high quality
 - Provide leadership to the grants team, including leading process improvement, distribution of work, and liaising with internal teams
 - Ensure Chief Development Officer is kept informed of grant activity
 - Respond to requests for reports related to grant seeking activity
 - Collaborate with Chief Development Officer related to funder outreach

- **Grant Writing, Grant Process and Post-Award Management – 30%**
 - Write high quality and more complicated proposals
 - Communicate with programmatic teams, evaluation staff, and finance to develop strong, competitive proposals
 - Maintain documentation of grant seeking and report activities using appropriate databases and shared folders to include Instrumentl and Grantseeker

Core Competencies:

- 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.

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:

Chief Development Officer

Supervises:

Grant Developers

Salary and Benefits:

Benefits: Full-time salaried position with benefits. This position is eligible to work hybrid

Salary: \$55,000 - \$62,000

Application Instructions:

Please send resume, cover letter and salary requirements in MS Word format to

HR@BeyondHousing.org. Beyond Housing is looking to fill this position immediately. 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.