

TITLE: Grants Manager

REPORTS TO: Outcomes Director



FLSA STATUS: Hourly, Full-Time with Benefits
403b, Pension Plan, 10 paid holidays, 13 days additional PTO with potential to accrue more based on tenure, afterschool & summer childcare available (ages 6 and up)

The Boys & Girls Club of Henderson County (BGCHC) seeks a Grants Manager to drive the application and reporting process for the Club's grant funders, including state and federal government entities, that generate approximately \$1M in revenue annually. As a member of the Outcomes Team, the Grants Manager works closely with the operations and development offices to ensure proper implementation, reporting and documentation of each commitment. This individual has excellent writing, communication and organizational skills, demonstrates initiative and can-do attitude, and can multi-task in a vibrant and dynamic environment.

BGCHC is the county's largest and most diverse youth-services agency providing year-round, out-of-school services to hundreds of youth daily. BGCHC has a proven track record of award-winning programs and people as well as a workplace culture that celebrates innovation, diversity, excellence and commitment.

Primary Responsibilities

- Ensure alignment with funders by:
 - Being familiar with Club programs and operations
 - Working with Finance Manager to understand funding gaps and needs for the organization
 - Seeking out new grant funders whose priorities align with Club's mission and programs

- Manage grant application processes including:
 - Completing written narrative portions of applications
 - Coordinating budget/financial reporting needs with the Finance Director
 - Obtaining all necessary supporting documentation, assurances, etc.
 - Working with Operations and Outcomes Departments to ensure identified grant outcomes are reasonable and achievable
 - Working with Grants team to distribute drafts and incorporate feedback prior to identified deadlines
 - Making final submissions by funder deadlines

- Manage reporting processes including:
 - Obtaining accurate attendance & outcomes results in collaboration with Outcomes Specialists
 - Securing testimonial, member stories, as needed
 - Working with Finance Director to obtain data/statements to satisfy financial reporting requirements and support as needed. Grants Manager ensures funds were spent in alignment with the application and award

- Securing photo/video collateral as requested by funders in tandem with Resource Development Director
 - Performing grant-specific client intake procedures
 - Working with frontline program staff who have paperwork requirements associated with grant-funded deliverables
 - Working with Grants team to distribute report drafts and incorporate feedback in advance of identified deadlines
 - Submitting completed reports by funding deadlines
 - Assuming responsibility for compliance with grant documentation records retention requirements.
- Oversees grant audits, when applicable by:
 - Ensuring all documentation is in order prior to the audit
 - Working with auditor to show/demonstrate documentation and compliance
 - Answering questions including follow-up questions as needed.
- Oversees full grant portfolio by
 - Creating weekly report and meeting with Grants Team on upcoming deadlines and status updates
 - Working with Outcomes and Operations teams to ensure all grant deliverables/outcomes are incorporated into the Club program schedule
 - Working with Outcomes and Operations teams to measure progress on grant deliverables
 - Attending any needed meetings, trainings, conferences, etc., required by various funders
 - Other duties as assigned

Preferred Skills/Credentials:

- College degree in nonprofit or business management, creative writing, or equivalent experience in a nonprofit or business setting
- 2+ years experience preparing grant applications or other forms of business/organizational reports requiring narrative writing
- Proficient with measuring and reaching income goals.
- Proficient with MS Office
- Excellent communication skills, both verbal and written.
- Strong people skills.
- Excellent organizational skills.
- Ability to meet deadlines.
- Must value diversity; culturally sensitive and mission-driven in all interactions.
- Must pass criminal background check and drug screen.

Relationships:

- Internal: Close, daily contact with Club staff and Club leadership team to receive/provide information, solve problems, explain or interpret guidelines/instructions;

External: Contact as needed with external funders and community partners.

Candidates should send cover letter and resume to juliah@bgchendersonco.org