

Director of Grants Management Job Description

Position Overview

All ACCF employees are required to uphold the mission and vision of ACCF, and to foster an environment that promotes the academic, social, emotional and physical development of each child enrolled.

The Director of Grants Management is vital to the organization, directly reporting to the Senior Director of Grants and Research. The Director of Grants Management has a range of essential responsibilities, including researching new grant opportunities, writing LOIs, proposals, reports, and collateral materials, and managing proposals specifically for corporate and foundation grants. In addition, they oversee the annual fund, which includes data management, donor information, and gifts. The Director of Grants Management tracks multiple deadlines and ensures effective coordination with the finance and program teams. Furthermore, they work closely with a collaborative development team to achieve shared goals.

Classification: Exempt Salaried

Schedule: Full time

Reports to: Senior Director of Grants and Research

Duties and Responsibilities

- Create tailored proposals following specific guidelines. These proposals include program budgets, timelines, goals, objectives, outcomes, and evaluation methods.
- Work with leadership to develop and implement a clear plan for pursuing grants that align with the organization's goals and mission.
- Responsible for cultivating and maintaining strong, positive relationships with current funding partners.
- Identify and cultivate potential private donors who can support new and ongoing program initiatives.
- Engage with funders through letters, emails, phone calls, speaking engagements, and tours of the Center.
- Research local and national foundations, maintaining an active pipeline of potential funders.
- Collaborate with Achievement Centers' staff to produce and deliver timely and accurate reports while monitoring and managing the submission of grant reports and adherence to related deadlines.
- Organize, update, and manage the organization's fiscal year grants calendar.
- Manage grant meetings by coordinating with the necessary team members to ensure everyone is aligned and informed about grant-related information.
- Assist with the annual fund campaign, including crafting the annual fund letter, managing data and donor information, and handling gift contributions.

- Craft copy for marketing materials such as newsletters, impact reports, strategic documents, and letters utilized throughout the organization.
- Act as a point of contact for agency tours at the Achievement Centers for Children & Families.
- Engage in weekly operations and facilities meetings to ensure knowledge of programming, capital needs, and outcome of grant requests.
- Responsible for accurately interpreting and analyzing budgetary data to support the grants process.
- Assist in conducting research, identifying credible sources, and analyzing reports such as census data to inform decision-making and strategy development related to grants.
- Responsible for uploading necessary files and supporting documentation to relevant platforms, ensuring their accuracy and completeness, and collecting documentation as required.

Education and Experience

- Bachelor's degree in a relevant field, with a master's degree preferred.
- 2-5 years of experience overseeing the entire grant lifecycle, including identification of funding opportunities, proposal development, grant administration, and reporting.
- Familiarity with various funding sources for non-profit organizations, including family foundations and corporate contributions.
- Proficiency in creating and maintaining comprehensive reports with accuracy, completeness, and timeliness.
- In-depth knowledge of grant-making principles, practices, and regulations.
- Familiarity with diverse funding sources and application processes.
- Demonstrated project management expertise, including budgeting and financial oversight.
- Proficiency in grant management software and tools.

Essential Skills

- Proficient in grant writing and can compose documents adhering to APA formatting, including in-text citations.
- Proficient in creating persuasive proposals, detailed budgets (using Excel), and comprehensive reports with meticulous attention to detail.
- Strong interpersonal and organizational skills.
- Strong understanding of grant regulations, compliance requirements, and risk management.
- Skilled in efficiently overseeing several grant projects at once while adhering to strict deadlines.
- Strong organizational skills with the ability to handle multiple priorities and deadlines.
- Exhibits exceptional communication and relationship-building skills, is self-sufficient, and manages tasks independently.
- Possesses robust writing and research skills, with a preference for proficiency in APA style.
- Experienced with cloud-based collaboration and document storage and demonstrates a quick aptitude for learning new software and technology.

Work Environment

- Must be able to frequently walk, grasp, push, kneel and stand when assisting with events or programs
- Must be able to sit for extended periods of time while operating a computer

- Frequently required to speak and listen while communicating
- Must be able to endure repetitive wrist, hand and/or finger movement while operating office equipment
- Requires clarity of vision at close distances while operating a computer
- Regular attendance is a necessary and essential function

Additional Employment Information

- Pre-employment and ongoing background checks required
- 90-day initial probation period
- Random drug testing & alcohol screening
- Confidentiality agreements to protect donors, children and families must be signed
- Writing sample.

* Achievement Centers for Children and Families is an equal opportunity employer. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time. *

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____