

GRANTS MANAGER

Our client, a nonprofit health-oriented organization, is in need of a Grants Manager to write and manage grants in their Middle Georgia location. This is a permanent, part time, 30 hour a week job and is slated to pay in the \$32k - \$35k range. This is an excellent opportunity with a robust, thriving Clinic in the Macon, GA area. The person who held this position last has been promoted allowing the vacancy! This will be a very rewarding job for whomever gets the position! Your application will be kept completely confidential. Never a fee to applicants! Please send your resume to patsy@careersmart.net or call 877-474-5552 for more information

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Strong verbal and written communication skills are required in order to promote the work of the clinic.
- Fundraising and grant writing experience, at least two years' experience in the development field.
- Demonstrates strong organization skills and effectively meets deadlines.
- Ability to represent the clinic in a positive manner in the community through participation in community groups and activities.
- Ability to follow verbal and written instructions.
- Willingness to undertake new challenges and follow through on detailed projects.
- Show initiative in problem solving and presents new ideas in a logical and articulate manner.
- Working knowledge of Microsoft Office, basic knowledge of website design, Facebook and Twitter. Knowledge of DonorPerfect a plus.
- Knowledge of the community and ability to build relationships in the community.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Works with the Chief Development Officer in the development of grant opportunities to fund clinic operations.
- Prepare all funding applications for review of Chief Development Officer. Direct all aspects of fund development specific to grant applications.
- Perform duties related to foundation grants: Research, conduct consultations with existing and potential grantors, apply for grants, file timely reports, maintain data and financial records of expenditures related to grants and reapply as necessary. Report to CDO and ED on all grant related activities.
- Update all grant folders with up to date contact and application information. Maintain grant spreadsheet with grant details (previous history, approvals, funding preferences and restrictions, etc.)
- Assist in planning and execution of special events.
- Maintain knowledge of current trends in fundraising on healthcare related issues. Research new grant opportunities.
- Ensure compliance with the Clinic, city, county, state and Federal policies which apply to fundraising.
- Maintain and update records in Donor Perfect database.

