

THE SOCIETY OF ST VINCENT DE PAUL GEORGIA

Job Title: Grants Manager

Reports to: Chief Mission Officer

Coordinates with: Chief Advancement Officer, Accounting, Managers, Conferences

JOB SUMMARY

The Grants Manager is responsible for leading and managing Grants Development as part of the Fund Development Function of the Society of St. Vincent de Paul Georgia (SVDP). The individual will manage and coordinate the process of research, cultivation, writing, and submission of federal, state, and local government grants as well as foundation and corporate grants. The manager will lead all aspects of developing successful grant proposals and contracts and coordinate input across the organization as needed. The manager will compile thank you letters for funded grants, gather information, statistics, and outcomes from program managers to write and deliver post reporting and follow-up with funded grants, as well as initiate renewal proposals. The Manager will also work with the Chief Advancement Officer in planning stewardship visits with foundations and corporations and oversee the grant process with 71 community conferences (volunteers) when writing grants locally.

PRINCIPAL RESPONSIBILITIES

Lead organization-wide grants management and writing processes including prospect identification, research, cultivation, proposal/contract development and preparation, stewardship, and overall funder relations.

On a regular basis, meet with the Chief Advancement Officer to review strategic development plans and with the Chief Mission Officer and other program staff across the organization to determine priorities and discuss funding opportunities. Develops and maintains a grant calendar.

Establish and cultivate relationships with funder contacts through a variety of methods including attending internal and external meetings.

Research, develop, and write persuasive grant proposals to current and potential funders, gathering signatures from staff and board as needed, reviewing attachment lists and coordinating with appropriate staff for updated materials. In concert with program staff, ensure all grants have written goals, objectives, and outcomes that are achievable and align with grant requirements. Work closely with finance and program managers to develop grant budgets. Work with staff to ensure accuracy and relevance of all materials included in any grant.

Communicates to all relevant staff, the grant awards, including the amounts, final budgets, expected measurements and outcomes goals in conjunction with the Chief Mission Officer, program managers, and Finance Department. Plan a pipeline of proposals, report monthly on the status of grants, research prospects for the calendar, and monitor deadlines, ensuring impacted staff members are informed of key deadlines and deliverables in advance.

Ensure that deadlines are met and that proposals and reports are of the highest quality. Assure SVdP Georgia and its mission, programs, products, services and brand are consistently presented in a strong, positive image.

Participate in and assist with other fundraising events, SVdP events, and Vincentian-related events as requested. Provide support to program staff on special projects and initiatives. Other duties as assigned.

QUALIFICATIONS

Education & Experience Minimum:

- Bachelor's Degree in social work, sociology, or related field;
- Minimum of 3 years full-time equivalency of proposal writing experience, including foundation, corporate, and government (local, state, and federal level) proposals and applications.
- Minimum of two years' experience in grants management in a non-profit setting. Knowledge of qualitative and quantitative outcomes measurement relating to outcomes.
- Extensive knowledge of Foundations and Corporations that fund in Georgia, particularly in the metropolitan Atlanta area. Experience in researching grant opportunities and vetting for relevance to current and future needs of an organization.

Needed Skills

- Strong written and editing skills with exceptional attention to detail.
- Excellent organization and time management skills; ability to prioritize and meet deadlines.
- Ability to analyze and systematically compile technical and statistical information and to prepare reports and correspondence; comprehend and make inferences from written material; interpret federal, state, and local government laws and regulations regarding grant contracts.
- Ability to review the work products of others to ensure conformance to funder and organizational standards.
- Ability to communicate well, orally and in writing with clients, staff, volunteers, and the public.
- Flexible, amiable, & willing to work as a team player. Self-starter; work with limited supervision.
- Highly proficient in Microsoft Office Suite, particularly with Excel and Word.

To Apply:

Submit a thoughtful cover letter relating to the work of SVdP with a short summary of your experience and successes in grant writing and management. Include a current resume and a 2-3 page writing sample. Send to: DBowling@svdpgeorgia.org

EEO Statement:

The Society of St. Vincent de Paul Georgia is an Equal Opportunity Employer dedicated to Affirmative Action and Workforce Diversity.