



## Grant Manager

### Foundation Overview:

Alma G. Davis Foundation ([www.almagdavisfoundation.org](http://www.almagdavisfoundation.org)) is a human services organization committed to “Educate Empower and Celebrate survivors of domestic violence and help them achieve economic and self-sufficiency”. Our vision is to aid in the eradication of domestic violence globally and enlighten the public about its effects. We are in Atlanta, GA and currently seeking a **Grant Writer** to help support our rapid growth. Alma G. Davis Foundation currently serves over 3,500 survivors of domestic violence and 45,000 youth worldwide and provides support to over 75 shelters across the United States.

### Basic Purpose of Position:

The Grant Writer will be responsible for leading the foundation’s financial growth through identification, direct solicitation, and researching various federal, state, and local grant opportunities. Reporting directly to the Chief Executive Officer, the successful candidate primary focus will include grant proposal writing, grant reporting, context research, and donor communication. He/she will need to have a collaborative “can-do” attitude, turning obstacles into opportunities.

### Responsibilities:

- Research, identify and apply for federal, state, local, and awarded non-profit funding sources for specific projects and programs.
- Construct compelling, high-quality grant proposals, applications, and documents to yield significant donations.
- Implement and oversee the development program including but not limited to digital fundraising, legacy giving, major gifts, and direct mail.
- Create an annual plan that identifies strategies for increased giving, providing effective donor stewardship, increasing donor retention, attracting new donors, and deepening community engagement.
- Monitor and maintain government grants and contract documents in coordination with the respective agencies and records management policies.
- Create effective communication and content for diverse groups including marginalized populations.
- Prioritize projects to keep multiple projects moving in a timely manner, meet deadlines and manage supplemental material required for proposals.
- Maintains accurate documentation and records for execution of contract terms and ensures compliance to grant requirements and laws.
- Knowledgeable and adheres to internal and external restricted fund accounting principles, procedures and standards.

*Above is intended to outline a high-level overview of the position. It is not a complete statement of duties, responsibilities, or requirements.*

## Qualifications:

- Bachelor's degree in Public Administration, Communications, Accounting or appropriate discipline preferred
- Minimum 3 years of experience in grant writing, prospect research, general fundraising, or comparable
- Comprehensive knowledge, practices, and techniques of grant research, writing, administration and funding sources
- Knowledge of Federal, State, County, and City laws, rules, regulations and reporting compliances for grants
- Strong presentation, written communication and graphic design skills
- Proficient in MS Office specifically PowerPoint and Word
- Attention to details and thoroughness is critical
- Passion, enthusiasm and support for the foundation's mission and values
- Ability to maintain confidentiality
- The ability to work effectively with a wide variety of individuals
- Maintain a high degree of organizational and planning skills; ability to prioritize between multiple projects
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