



Position Title: Grants Manager

Reports To: Chief Philanthropy Officer

CLASS: Full-time, exempt

POSITION SUMMARY

The Grants Manager is a member of the Philanthropy Team and serves as a liaison between the organization and its funders. The Grants Manager is responsible for researching, preparing, submitting, and managing grant proposals/reports that support organizational goals and meet funder guidelines. This person serves as the primary grant writer, manages funder relationships, ensures grant compliance and supports special projects.

ESSENTIAL FUNCTIONS

Grant Writing and Research

- Lead grant proposal development and submission
 - Conduct targeted research to identify new funders and help grow the existing grant portfolio
 - Build and maintain relationships with funders and other strategic partners
 - Draft proposals/LOI's, grant application narratives and budgets with key input from program managers and other staff
 - Collaborate with program staff and development staff to create compelling grant proposals and funding requests
 - Prepare and organize materials for proposals
 - Coordinate with relevant staff in order to solicit timely and appropriate input/review of grant proposals prior to submission deadlines.
 - Review guidelines for all proposals and reports to make sure all submissions are accurately formatted and include all required information
 - Meet with funders and HSNEGA staff to explore funding opportunities as well as fulfill site visit requirements
 - Maintain master grants calendar and current pipeline to reflect all grant activities
 - Executing thank you letters and facilitate grant contracts/agreements
 - Ensuring acknowledgement of funders

Grant Compliance

- Maintain grant compliance and reporting with a high standard of effectiveness, timeliness and completeness including:
 - Monitoring and maintaining funder reporting schedule and requirements
 - Tracking progress toward organizational and programmatic goals and outcomes
 - Drafting compelling progress reports and targeted program updates
 - Assembling all necessary supporting documentation for report submission to funders.
 - Complete impact reports by working in collaboration with the MEL Manager, to track outcomes, the Program Managers and Marketing Manager to collect stories and the CAO to collect financial data.

Funder Relationships

- Work with the Chief Philanthropy Officer and the Donor Relations Manager to manage cultivation, solicitation and stewardship strategy for grants.
- Work with Philanthropy Team to maintain records of all interactions including but not limited to:
 - Grant agreements
 - Reporting
 - Phone calls and meetings
 - Acknowledgments
 - Written communications

Physical Requirements and Work Environment

- Regularly sits at a computer station and operates electronic equipment.
- May be exposed to animals/animal allergens and zoonotic diseases under conditions with limited alternatives available.
- Must be able to deal with an often fast paced and changing workload which at times can be stressful.
- Must stand, walk, bend and stoop frequently to perform duties.
- May occasionally have to handle animals (dogs and cats).

Knowledge, Skills and Abilities

- A passion for the mission of the Humane Society of Northeast Georgia
- Bachelor's degree in English, journalism, communications or related field preferred
- Demonstrated track record of success in grant writing, management and compliance
- Excellent written and verbal communication skills
- A blend of critical and creative thinking skills
- Basic financial management and budgeting skills
- Project management skills
- Team player with exceptional interpersonal skills
- Self-starter, motivated and able to take initiative
- ability to organize and complete multiple projects simultaneously with close attention to detail and prioritization to meet deadlines

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. This document does not create an employment contract, implied or otherwise, other than an "at-will" relationship

The Humane Society of Northeast Georgia is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply for this position.