

# For Love of Children Position Description

**POSITION TITLE:** Grants Manager

**FLSA:** Exempt

**REPORTS TO:** Director of Development and Communications

**DATE:** July 2018

**DIVISION:** Development Department

**GRADE:** 6

This position description incorporates the core responsibilities of the Grants Manager job. It is recognized that other related duties not specifically mentioned may also be performed, and that not all responsibilities may be carried out depending on operational needs. Please note that we are also seeking qualified applicants for a Development Coordinator position as well. All open FLOC jobs can be found on Indeed.com

## **POSITION PURPOSE**

Under the general direction of the Director of Development and Communications, the Grants Manager is responsible for providing a variety of support to the development department. Specifically, the role supports the implementation of development plans, researching for and writing grants, crafting and submitting grant reports, analyzing and synthesizing data for grants and reports, as well as providing development administrative support.

## **PRINCIPAL ACCOUNTABILITIES**

- Research, prepare, and complete reports for the entire grant lifecycle
- Synthesize data and ensure a strong connection between FLOC work and current data is utilized in grant and development communications
- Entering development data, prepare acknowledgements and reports from database as needed
- Participate and promote FLOC signature events
- Assist with messaging and communications for organization
- Assist with special projects requiring creativity, independent judgment and advanced knowledge of computer functions

## **EXPECTATIONS:**

### **Grants Management (70%):**

- Compose, write and/or edit responses to grant requests to ensure accuracy, completeness and clarity in accordance with grant applications.
- Prepare grant applications and grant expenditure reports as required by grantors and FLOC management.
- Maintain a tickler system for the purpose of tracking proposals, grants and donor information, producing reports and providing general information to the Director of Development and the Executive Director.

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- Guide the Director of Development and Executive Director in cultivation strategy and execution for foundation prospects and donors.
- Periodically review system documentation to ensure correct and consistent input and provide internal finance review and reports.
- Provide accounting staff with documentation on incoming grants and reporting deadlines.

### **Development Department Support (20%):**

- Assist in the planning and implementation of fundraising luncheon
- Support donor communication for signature events
- Support direct mail campaign
- Support with other public relation efforts, including media activities, publications, and other collateral materials (e.g. e-newsletter)

### **Administrative (10%):**

- Regularly provide assistance to the corporate and development offices in a variety of administrative and clerical functions to assist in the dissemination of information, ensure consistent patterns of communication and to ensure optimum administrative functioning

### **EDUCATION:**

Bachelor of Arts – or equivalent education experience recommended

### **QUALIFICATIONS:**

The ideal candidate will be:

- Organized, detail oriented, and self motivated;
- An excellent oral and written communicator;
- Interested in fundraising; donor cultivation and donor stewardship;
- Experienced in the non-profit sector;
- Experienced with executive support:
- Possess advanced knowledge of computer software and applications, including MS Word, MS Excel, DonorPerfect databases and internet;
- Passionate about education issues in DC and the youth we serve;
- Familiarity with fundraising models

### **TO APPLY**

Send cover letter and resume to [HR@floc.org](mailto:HR@floc.org) with “FLOC Grants Manager” in subject line.

For Love of Children is committed to a policy of equal opportunity for all persons without regard to race, creed, color, sex age, religion, national origin, disability, citizenship, sexual orientation, political affiliation, or any other illegal basis or discrimination. Applicants and employees receive equal opportunity in recruitment, hiring, promotion, discipline, transfers, benefits, services, training, termination and all other personnel procedures. FLOC believes that every employee should have the opportunity to achieve his or her potential, limited only by individual ability to perform the work, level the effort, experience and training, and should be able to work in an environment free of discrimination or sexual or other harassment.