



JOB DESCRIPTION

Job Title: Grants Manager

Band/Level/Grade: 6B

Department/Location: RAI/Phoenix, AZ or Tucson, AZ

Schedule/Type: Full-Time, Regular

Overtime Eligible: No (Exempt)

Salary range: \$61,474.50 - \$71,281.37

Apply: <https://careers.rescue.org/us/en/job/req47782/Grants-Manager>

Job Summary

The Grants Manager for IRC Arizona works across the entire grant life cycle including pre-award, award and post-award management for a diverse portfolio of grants for both the Tucson and Phoenix offices. Directly supervised by the Development Director in Arizona, the position ensures donor compliance, reporting, proposal packaging, donor submission, conducting project cycle meetings, project document record keeping, preparing donor briefs and communications. This role supports the overall fundraising goals and efforts of the organization working in partnership with Program Managers, Deputy Directors, Development Director, Finance Director, and Executive Director.

Major Responsibilities:

Grants Management

- Write and submit public and private grant proposals and applications to city, state, county and federal government funders as well as corporate and foundation funders in coordination with program managers and in alignment with IRC Phoenix and Tucson Strategic Action Plans.
- Manage grants through entire grant life cycle including opportunity identification, proposal development, proposal submission, award management, reporting and closure.
- Develop proposals with relevant program staff and technical advisors using IRC business development standards.
- Manage grants management tracking system for both public and private opportunities, proposal calendars and donor tracking systems to regularly update the leadership team and the Executive Director with accurate data.
- Develop and ensure the effective maintenance of contract and grant submissions for each funded program with consistent documentation standards.
- Participate in grant opening, closing and budget meetings with Finance and other teams.
- Work closely with program leadership to prepare interim and final reports to grantors.
- Under the direction of the Development Director; liaise with the headquarters' revenue, grants and business development staff on all new contracts, grants, and sub-grants.
- Perform prospect research on potential funders and maintain current donor profiles.
- Maintain grant documentation in paper and digital form.
- Deliver quality products for a large portfolio within tight deadlines.
- Work with leadership team on donor strategy and stewardship.

Grant Monitoring, Evaluation and Compliance

- Assist the Executive Director, Development Director and leadership team in the development of an annual Business Development Plan and Strategic Action Plan for both Phoenix and Tucson with specific and measurable goals and objectives.
- Work with program staff to develop key performance indicators (outcomes, outputs etc.). Identify areas of impact and develop a comprehensive strategy to measure the impact of services.
- Ensure grant compliance of IRC business development procedures, program activities and monitoring with funding, contracting, and licensing entities.
- Ensure operational and programmatic staff are informed of all grant and/or contract requirements, amendments and monitor compliance.
- Ensure all grant activities and operations are performed in compliance with local, state, and federal funder regulations.

- Research private and public funding opportunities and serve as the focal person for the development of new proposals.
- Maintains Grants Calendar tracking of all deadlines for grants submissions and reports in order to ensure all funder deadlines are met and all funder requirements are fulfilled.
- Work with program staff to understand theory of change, funder compliance and grant process.
- Participate in leadership meetings, staff development activities, and fully engage as a member of the team.
- Comply with all policies, procedures and protocols of IRC.
- Other related duties as assigned.

Key Working Relationships:

Position Reports to: Development Director

Other Internal and/or external contacts:

Internal: IRC Staff, Volunteers and Interns

External: Position is responsible for maintaining relationships with appropriate vendors and community partners.

Job Requirements:

- Undergraduate degree with certification or continuing education in grant writing, proposal development and/or fundraising a strong plus.
- At least four years of professional experience in grant-writing.
- Demonstrated history of successful grants and reports for non-profits, foundations, corporations, and government agencies in a mid-to-large non-profit environment.
- Knowledge in strategic planning, work plan development, needs assessments, and evaluation.
- Exceptional writing, research, and organizational skills.
- Project management experience or certification preferred.
- Familiarity with the Arizona and/or Phoenix non-profit/philanthropic environment preferred.
- Ability to work autonomously; prioritizing within tight deadlines and focused on the work product.
- Self-directed but with strong interpersonal skills and the ability to work well within a team.
- Valid driver's license and access to a personal, insured vehicle.
- Must have or be eligible to receive a fingerprint clearance card.

Working Environment:

Standard office work environment; some travel in and around the service delivery area. Work outside of traditional office hours may be needed on occasion.

Compensation: Posted pay ranges apply to US-based candidates. Ranges are based on various factors including the labor market, job type, internal equity, and budget. Exact offers are calibrated by work location, individual candidate experience and skills relative to the defined job requirement.

Commitment to Diversity and Inclusivity: IRC is committed to building a diverse organization and a climate of inclusivity. We strongly encourage applications from candidates who can demonstrate that they can contribute to this goal.

Equal Opportunity Employer: We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, sex, gender, gender expression, sexual orientation, age, marital status, veteran status, or disability status. We will ensure that individuals with disabilities are provided reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and to receive other benefits and privileges of employment. Please contact us to request accommodation.

US Benefits: We offer a comprehensive and highly competitive set of benefits. In the US, these include: 10 sick days, 10 US holidays, 20-25 paid time off days (depending on role and tenure), medical insurance starting at \$145 per month,

dental starting at \$7 per month, and vision starting at \$5 per month, FSA for healthcare, childcare, and commuter costs, a 403b retirement savings plans with up to 4.5% immediately vested matching contribution, plus a 3-7% base IRC contribution (3 year vesting), disability & life insurance, and an Employee Assistance Program which is available to our staff and their families to support counseling and care in times of crisis and mental health struggles.