



YMCA of South Hampton Roads

Job Posting

Job Title: **Director of Grants Management**

FLSA Status: Full Time Exempt

Location: Corporate

Reports to: VP of Donor Impact

Starting Salary: \$45K-\$50K

POSITION SUMMARY:

Under the direction of the Vice President of Donor Impact, the Director of Grants Management is a key ambassador for the association and will provide critical support by facilitating all grant efforts. These efforts include research; identifying prospective corporate and foundation donors; writing and submitting all potential grant opportunities that fit within the case of the YMCA; tracking and reporting of each grant funded opportunity and stewardship to this specific donor base. This position is also responsible for assisting the VP of Donor Impact with the strategic direction and implementation of the financial development goals.

KEY AREAS OF RESPONSIBILITY:

Financial Growth: To grow the financial development of the YMCA Association with respect to grant funding by a minimum of \$100,000 quarterly 10% yearly.

Project Management: To drive the grant process from start to finish including research, analysis, cultivation, development, implementation and reporting of all grant funding.

Philanthropy Development: Promotes a culture of philanthropy at the center level with leadership and work to educate and develop all grants that would support a family center.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Conducts research thoroughly and maintains a library of appropriate funding sources for current and potential programs, as well as supporting materials to include annual reports and grant guidelines.
2. Writes all foundation proposals for corporate and centers, as needed and grant applications with supplemental assistance and information from Center leadership.
3. Prepares and assists in the presentation of all grant proposals to public and private funders.
4. Drives the grant process from start to finish including coordinating the application process, completing the proposals in a timely manner, working with center



leadership to establish program goals, outcomes, budgets as it relates to the award and monitors and tracks the progress in order to complete the reporting requirements.

5. Strives to grow the financial development of the Y through grant funded initiatives totaling \$100,000 in new funding quarterly.
6. Assists with all United Way proposals for the association, as well as documentation, tracking and reporting.
7. Establishes and implements procedures with center leadership to monitor and fulfill the grant requirements both financially and programmatically;
8. Tracks progress towards grant goals and assists with the review and analysis of outcomes data and budget information.
9. Acts a liaison to funders to provide reporting and financial information as requested;
10. Ensures that all center leadership is educated on current grant opportunities and requirements with current grants.
11. Provides ongoing support including monitoring progress, addressing challenges and evaluating successes and assisting with strategic efforts.
12. Assists the Development department with other related duties such as special events, leadership sessions, annual celebrations and community events as needed;
13. Participates in community meetings and collaborative events related to grant activities.
14. Attends YUSA and non YMCA affiliated professional development opportunities to remain knowledgeable on current trends in the grant seeking world.
15. Promotes a culture of philanthropy at the center level with leadership and work to educate and develop all grants that would support a family center.
16. Follows all standards, policies and procedures as established by the YMCA of South Hampton Roads, including Employee Code of Conduct, Child Abuse Reporting and Prevention, emergency procedures, YMCA COVID-19 sanitation and standards, and required program records.
17. Assists in all areas as assigned.

LEADERSHIP COMPETENCIES:

- Collaboration
- Philanthropy
- Communication & Influence
- Engaging Community

QUALIFICATIONS:

1. A bachelor's degree is required.
2. A minimum of 3-5 years' experience with previous grant writing for a nonprofit and/or, project management experience are all preferred.
3. Must possess advanced knowledge and experience using donor software, Office Suites, including Word, Excel, PowerPoint, Google Docs, Google Mail, database systems and other donor software and demonstrate ability to learn new software (SGA and Raiser's Edge).
4. Superior written and verbal communication skills; excellent interpersonal skills.



5. Must be comfortable interacting with diverse persons at all levels of an organization, both inside and outside the YMCA and possess a high level of interpersonal and customer service skills.
6. Ability to lead and manage by influence to impact the grant accountability and reporting for the association.
7. Must display a professional and courteous demeanor at all times.
8. Must be willing to work a flexible schedule as determined by priorities- some early mornings, evenings, and/or weekends may be required.
9. Must possess excellent analytical, problem-solving, and organizational skills.
10. Must possess excellent attention to detail along with time management skills.
11. Ability to work independently and take initiative to complete assignments.
12. Ability to work collaboratively with a diverse team of individuals at all levels.
13. Strong ability to multitask, re-prioritize and make sound judgments, as needed.
14. Must possess a proven track record of maintaining confidentiality.
15. Commitment to the YMCA character development values of faith, caring, honesty, respect, and responsibility is required.
16. Certifications required within 60 days of hire: CPR/AED and First Aid.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- May be required to walk, stand, kneel, and stoop.
- Continuous operations requiring attention to detail and multi-tasking.
- Must be able to lift, pull, and move up to 50 pounds.
- Must be able to stand or sit for long periods of time.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. We are welcoming: we are open to all. We are a place where you can belong and become. We are genuine: we value you and embrace your individuality. We are hopeful: we believe in you and your potential to become a catalyst in the world. We are nurturing: we support you in your journey to develop your full potential. We are determined: above all else, we are on a relentless quest to make our community stronger beginning with you.

ACCOUNTABILITY/RESPONSIBILITY:

Accountable for the successful completion of assigned goals as measured by the effectiveness, accuracy and timeliness of tasks, within a framework of independent judgment and YMCA mission, policies, and goals.



Family center staff are trained, knowledgeable, and monitored in aspects of organizational business processes and practices related to financial development.

Good teamwork exists with VP, corporate and center staff in furthering the goals and objectives of YMCA of South Hampton Roads.

BACKGROUND CHECKS:

An offer of employment is contingent upon receipt of satisfactory results to meet minimum requirements of the position. They may include criminal background and reference checks, E-Verify, drug test, driver's license record, and/or a Child Protective Services Check (CPS). Additional driver's license check, CPS, criminal background check, alcohol, and/or drug testing may be required to be processed in the future in order to meet and/or maintain the requirements of this position.

TO APPLY:

Closing date of application is March 22, 2021. On the YMCA of South Hampton Roads' Job Opportunities Page, at <https://www.ymcashr.org/page/work-y> submit an online application. Cover letter, resume, and references should be uploaded in one document.

Internal Candidates – Currently active employees of the YMCA of South Hampton Roads should apply through Careers on the Employee Dayforce Account.