

Position: Grants Manager**Reports to: Vice President for Development****Status: Exempt****Description:**

The Grants Manager reports directly to the Vice President for Development and is responsible for performing Access College Foundation's grant research, proposal submissions, tracking, and reporting. Other responsibilities include, but are not limited to, the annual submission of the Neighborhood Assistance Program application and management of various aspects of Access fundraising events. This position follows the schedule for the Access Main Office, which is Monday through Friday from 8:00 a.m. – 4:30 p.m. There are times that after hours and weekend work will be required. Beginning salary range will be \$39,500 - \$42,000.

Minimum Qualifications:

A bachelor's degree. Three-years+ experience as a grant writer and/or nonprofit development associate. Knowledge of nonprofit services. Excellent written and oral communication skills a must. Excellent customer service skills. Must have a valid Virginia Driver's License and maintain a good driving record. Must have own transportation. Computer skills are required, and the ability to work with the Microsoft Office suite (including Word, Excel, Outlook) is essential. Bending, lifting, and other physical activity may be required at times. Must be able to lift, push, or pull a minimum of fifty pounds from one location to another, as well as stand and sit for prolonged periods of time.

Required Skills:

Successful candidate must:

- Be extremely detail-oriented and resourceful
- Be highly communicative
- Be pro-active and anticipate and identify growth opportunities
- Possess good judgment and discretion
- Have ability to prioritize and manage multiple priorities
- Have ability to work evenings and weekends as needed
- Have ability to work both cooperatively with a team and independently with minor supervision
- Have ability to present a professional demeanor under a variety of conditions

Preferred Qualifications:

Master's degree in communications, business or related field and/or continued professional development in grant writing/reporting through a certification program. Prior experience with fundraising software.

Essential Functions:

Responsibilities include but are not limited to the following:

- 1 Research grant funding opportunities.
- 2 Write and submit all grant proposals per grant deadlines, as deemed appropriate by Vice President for Development and Vice President for Programs; and approved by the President and CEO.
- 3 Management of awarded grants: Track grant expenditures and ensure that funds are being spent in accordance with grant agreements; Track program statistics (working with Program Staff as a resource).
- 4 Create and submit grant reports per deadlines set forth by funders, ensuring compliance.
- 5 Ensure the integrity of grant files and records, maintaining accurate and up-to-date files and records.
- 6 Facilitate funder site visits if applicable; give presentations related to funding proposals/grant opportunities to prospective funders.
- 7 The submission of the Neighborhood Assistance Program application annually, with oversight by Vice President
- 8 Assist with the implementation of special events, including but not limited to the: Annual Luncheon, Chesapeake Bay Wine Classic Grand Auction, College Commitment Day, Scholarship Awards Luncheon, and Donor Recognition events.
- 9 Assist with review of all content related to marketing projects and external communication letters and projects.
- 10 Assist with gift processing, data entry, and acknowledgement letters as needed
- 11 Assist with back up of phones when Office/Development Assistant and/or Program Assistant is absent.
- 12 Assist the Leadership Team with tasks and special projects as necessary.

To Apply:

Submit resume and letter of interest by email to Dionne Scott, Vice-President for Development, at dscott@accesscollege.org no later than 11:59 pm on March 21, 2021 or until position is filled with "Grants Manager" as the subject line. Summarize any training, skills and/or characteristics you have that qualify you for the position. AA/EOE/Drug Free Workplace. **No phone calls/walk-ins accepted.**