

POSITION DESCRIPTION

Date Created/Updated: December, 2023

Job Title: Grants Manager

Department: Development

Reports To: Chief Development Officer

Position Family: Development

FLSA Status: Exempt

Position Type: FT (Reg)

Salary Range:

EEO1 Category: Professional

Delivery Mechanism: Not Applicable (00)

Project: Not Applicable – Unassigned (0000)

Company Code: Unrestricted

Job: Default – No Job Defined (00)

Typical Work Hours: 40

Shift: Day

Travel: None

Job Summary:

This position is responsible for developing and implementing revenue and mission related funding strategies to secure support for ongoing and new station initiatives.

Supervisory Responsibilities:

- N/A

Duties/Responsibilities:

Impact Strategy

- Work closely with WHRO staff to identify/understand WHRO's work and to identify funding opportunities.
- Build internal inter-departmental relationships to maximize understanding of departmental resources and priorities.
- Research and secure funding support for new station projects and ongoing station initiatives.
- Research emerging media and funding trends and make recommendations on potential funding opportunities

Grants Management

- Provides comprehensive grants administration program
 - Prepare compelling proposals prior to deadline for staff review and input
 - Submit timely proposals via funder preferred process
 - Submit timely and accurate reports
 - Work collaboratively with the business office to keep grant reporting current
 - Represent funders within WHRO to ensure grant requirements are met, and exceeded.

- Manage relationships with funding agencies. Cultivate and maintain communication and relationships with current and potential national and local funding agencies in order to:
 - Keep funders apprised of the focus of new and ongoing WHRO initiative
 - Stay informed of agency funding priorities
 - Identify opportunities to connect funders to/experience station's work, whether a current funder, past or potential funders.
 - Establish relationship with key individuals and organizations within the local philanthropic community
- Organize quarterly senior level meetings, bi-monthly (or as needed) grant project leader meetings
- Prepare monthly activity reports including funding requests, grants and reporting information.
 - Maintain database on all grant activity to include deadlines, actions, open items on:
 - Existing/current grants
 - Pending proposals submitted for funding review
 - Upcoming grant opportunities
 - Newly explored funding opportunities
 - Work to expand the digital files of historic grant activity in the CRM
- Manage accurate proposal and agency archive (submitted proposal, contracts/notice, reports, deliverables, dates), both electronic, and paper files as needed, to provide a comprehensive account of grant details.
- Maintain an accurate contact list of corporate, private and public foundations, government and individual donors.
- Stay current on national and local funding agencies' priorities.

Professional

- Utilize professional interactions and effective communication, develops positive productive relationships both internally and externally.
- Identifies and attends approved educational opportunities to advance professional skills
- Attend approved local philanthropic events to establish professional connections
- Present professional, positive image of WHRO in all internal and external interactions.

General and Administrative

- Prepare and implements annual plan of work based on the organization's strategic plan and annual budget in consultation with senior management and department heads.
- Foster a collaborative and consultative environment through positive interpersonal interaction and collegial communication.
- Other duties as assigned.

Required Skills/Abilities

- Outstanding verbal and written communication skills; strong presentation skills; able to consult effectively with others
- Proficient with database software, data management, and Microsoft Office.
- Highly effective time management skills; ability to juggle multiple projects with high level of excellence and accuracy

Education:

- Bachelor's degree or equivalent in a related field

Experience:

- Three to five years of experience in designing, coordinating, and executing grant management.
- Experience in building outcome focused partnerships in support of an institution's overall mission.

Additional Eligibility Qualifications:

- Passion and vision in regard to creating a stronger and sustainable community; knowledge of civic engagement issues.
- Enthusiastic for the role of public media in a changing communications and education environment.

Physical Activities

- Remaining in a stationary position, often standing or sitting for prolonged periods.
- Communicating with others to exchange information.
- Repeating motions that may include the wrists, hands and/or fingers.
- Assessing the accuracy, neatness and thoroughness of the work assigned.

Environmental Conditions

- No adverse environmental conditions expected.

Physical Demands

- Sedentary work that primarily involves sitting/standing.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

The employer reserves the right to change or modify the job description as business needs dictate.

Please go to <https://corporate.whro.org/employment-opportunities/job-listings> to view current job openings at WHRO Public Media or click [here](#) to apply for the Grants Manager position.

Employee Name

Employee Signature

Date



