# A New Leaf, Inc.

# position Description

**Grants manager**

**Reports To: Chief Development Officer Job Status: Exempt**

**Job Summary:**

Support the mission of A New Leaf through planning and executing grant program to ensure current programs and growth opportunities supported. The grant program includes collaborating with A New Leaf team members to understand needs and authentically convey messaging, researching grant opportunities, writing grant proposals, managing deadlines for submission and reporting.

**Essential Functions**

1. Proactively build relationships with A New Leaf staff throughout multiple departments
2. Actively manage current grant responsibilities for deliverables with regard to both funder reporting requirements and outstanding stewardship
3. Proactively seek out opportunities for grant funding through private and public foundations, and government grant opportunities
4. Collaborate with appropriate staff including programs, finance, development peers, operations and human resources to include supporting information necessary to craft high-impact grant proposals/applications and reports.
5. Track and manage key fundraising milestones
6. Maintain accurate financial and donor records
7. Proficient in multiple grant styles and platforms for submission
8. Work as a collaborative team member to strengthen collective efforts including support for events or other projects as needed
9. Ability to clearly exemplify A New Leaf’s core values: Client and customer focused, Professionalism, Innovation, Collaboration

**Knowledge, Skills and Abilities:**

* Excellent interpersonal and verbal skills
* Impeccable writing skills
* Strong organizational skills and an ability to thrive and be productive equally in a team oriented or autonomous environment
* Attention to detail and ability to meet deadlines through good planning, scheduling and  
  follow-through
* Excellent time management skills and ability to comfortably multi-task and handle  
  multiple priorities simultaneously
* Excellent technical skills particularly with multiple CRM platforms, Word, Excel, Microsoft Project, Sharepoint
* Good problem-solving skills, sound decision-making skills, self-confidence, initiative,  
  flexibility, enthusiasm, curiosity, creativity, strategic thinking skills, and highly organized

**Qualifications:**

* Bachelor’s degree or equivalent
* 3+ years of grant writing experience
* Must have successful grant writing experience or proposal development