



Lead Grants and Foundation Relations Manager - “Grants Manager”

Position Summary: Under the supervision of the Director of Development and Marketing, the Lead Grants Manager works with the Grants Manager and is responsible for the overall operation of a grants portfolio of approximately 50 grants received annually from approximately 80 managed relationships. Additionally, the Lead Grants Manager facilitates project oversight and leadership across internal departments, and is a member of the Development and Marketing team.

In addition to researching and writing grant proposals on behalf of Newport Mental Health, this position will oversee every aspect of the grant lifecycle - from maintaining the grants calendar to monitor the application process, tracking various deadlines, and most importantly actively managing the relationships between Newport Mental Health and its institutional funders. The ideal candidate will feel comfortable reaching out to potential institutional as well as communicating with our CEO, CFO, and department directors regarding the financial and programmatic needs of projects funded through the grants portfolio. Internal customer service is as important as external customer service in this role.

The ideal candidate will utilize their expertise in nonprofit foundation giving to maintain giving outcomes. Working with key leaders, the incumbent will be responsible for defining and shaping the company’s strategy by using their creativity and expertise to identify applicable grant agencies, manage relationships, write and submit grant proposals, as well as maintaining grant-related tracking and reporting.

Essential Duties and Responsibilities include:

- *Researches, identifies and nurtures existing and potential funding sources to support program activities using online grant resources and other leads.*
- *Manages a mature portfolio of grant prospects, with the goal of maintaining and expanding Newport Mental Health’s reach in this area.*
- *Identifies and champions specific projects for funding and assists with the development of strategy with team colleagues and senior management leaders.*
- *Serves as grant writer for grant proposals, works on gift agreements for corporate and foundation prospects and coordinates proposal submissions.*
- *Serves as the primary foundation contact in the management of Newport Mental Health’s relationships with institutional funders.*
- *Prepares and processes letters and correspondence, presentation materials, and maintains an internal database (E-Tapestry CRM) for funding opportunities, activity tracking, and related files and processes.*
- *Regularly tracks, analyzes, and reports on project to plan status of organization’s portfolio of over 80 existing and potential funders.*

- *Provides support and follow up with conversations and overall communications with potential funding agencies regarding Newport Mental Health's mission, services, and product offerings.*
- *Builds strong relationships and engages in productive conversations that range from Executives and Administrators to the Clinical staff.*
- *Assists the Development Director in implementation of the annual development plan, and plays a constructive and active role in the creation of each annual development plan.*
- *Seeks and embraces opportunities to represent Newport Mental Health on a local and regional level with professionalism in his/her area of expertise.*
- *Completes other development duties as assigned*

Minimum Education/Experience: A bachelor's degree or equal experience. Must possess three (3) or more years of directly related work experience including grant writing and development of corporate or foundation giving programs, and a demonstrable track record in applying for, acquiring, and managing a portfolio of grants. A knowledge of healthcare, or associated industries, is preferred.

The ideal candidate will demonstrate outstanding verbal and written communication skills as well as strong public speaking and presentation skills with the ability to listen attentively. A flexible writing style with an ability to tailor content and style to most effectively communicate with individual constituents is required. The ability to work on a fast timeline, completing multiple projects at once under tight deadlines is a must. Candidates should demonstrate strong quantitative skills and an ability to grasp company and agencies economics. An ability to cultivate strong interpersonal customer and coworker relationships at all levels of organization is required.

A track record of commitment to professional development and evidence based work is preferred.

Remote Work: Approximately 40-60% of this position's work can be completed remotely. Physical attendance at weekly departmental meetings, quarterly organizational meetings, and other events as needed is required.

Salary Range: \$50,000 - \$70,000 annual salary plus benefits

Additional Performance Based Pay: Up to \$5,000 annually