



BUILDING FUTURES – POSITION DESCRIPTION

Position Title:	Grants Manager
Reports to:	Director of Finance and
Supervisory Responsibilities:	Operations No
Employment Status:	Full Time
Salary Range:	\$70,000-\$75,000 annually

As part of Building Futures' administrative team, the Grants Manager plays a critical role serving as a liaison to grantors, managing specific grants post-award, engaging in compliance and outcome reporting, and supporting new proposal development to address organizational needs. Duties include tracking overall grant efforts, optimizing the grant administration process, preparing progress reports, ensuring compliance with grant regulations, supporting development of grant proposals, and preparing other grant-related reports. This position requires strong writing, data analysis, program budgeting, and project management skills, with an emphasis on outcome measurement.

Responsibilities

1. Grants Management

- a. Maintain complete documentation of funding awards.
- b. Work with program and finance staff to monitor and insure compliance with grant terms and conditions; manage, track and report on organizational and programmatic goals and outcomes; and recommend grant modifications as needed.
- c. Monitor funder reporting requirements and manage a reporting schedule for all grants and contracts.
- d. Serve as lead on report narratives, and assemble all necessary report-related materials, including financial reports, outcome measurements, success stories, etc. for submission to funders.
- e. In coordination with Communications Manager, prepare interim program updates for funders (e.g. blog posts, press releases, FB and twitter posts) that fully capture programmatic success;
- f. Research and compile statistics and trend data from both internal and external sources to support the development of grant proposals, stakeholder presentations, and community advocacy efforts.
- g. Support the monitoring of grant sub-awards and Subrecipient agreements.
- h. Assist with grant budget analysis and modification recommendations as needed.
- i. Identify grants management issues requiring attention.
- j. Develop strategies to improve grant administration processes in coordination with the Director of Finance and Operations.

2. Grant Development

- a. Support grant development by:
 - i. Researching new funding and business development opportunities at the local, state, and federal levels;
 - ii. Maintaining a master calendar of funder prospects, deadlines, and submission requirements;
 - iii. Preparing and maintaining current files of all supporting documentation needed for grant submissions; and
 - iv. Tracking grant award announcement timelines and results.
- b. In collaboration with program and finance staff, draft letters of intent, proposal narratives and project budgets, and complete various submission processes in coordination with the Director of Finance & Operations and Executive Director.
- c. Coordinate appropriate grant/gift acknowledgements with the Communications Manager including but not limited to formal letters, print and social media recognition.

3. Staff Coordination

- a. Serve as primary contact for project staff related to grant reporting, outcome documentation, and budget monitoring;
- b. Communicate regularly with project directors and staff related to grant progress, outcomes reporting, and financial management/planning;
- c. With other staff, ensure that services delivered are efficiently and effectively documented; and
- d. Perform other duties as required.

Qualifications

- A minimum of 5 years of work experience in nonprofit administration, grants management and grant writing;
- Strong analytical and persuasive writing and editing skills, including ability to convey complex information in a clear manner to a diverse audience;
- Federal grants management experience preferred;
- Ability to set priorities and manage multiple tasks with minimal supervision in effective and efficient manner;
- Strong critical thinking, organizational, and communication (oral and written) skills;
- Ability to pay close and accurate attention to detail, work under pressure, and respond to deadlines without sacrificing quality;
- Self-motivated and committed to personal and organizational excellence;
- Ability to collaborate in a team environment;
- Skilled in Microsoft Office Suite, as well as donor development/CRM software; and
- Commitment to Building Futures' mission and social/economic justice.

To apply:

Please send cover letter and resume to Ms. Rita Holahan, Director of Finance & Operations, at rholahan@bfri.org. **Resumes received without a cover letter will not be considered.**

About Building Futures

Building Futures launched in 2007 as a construction industry partnership, focused on leveraging the Registered Apprenticeship model of workforce development. For over 100 years, unions and employers have jointly operated quality registered apprenticeships in the construction occupations to train individuals as highly-skilled tradespeople. Our work spans three distinct but highly aligned areas.

For the benefit of low-income Rhode Islanders, Building Futures developed and operates a comprehensive pre-apprenticeship program to prepare diverse, low-income men and women for success in employment as registered apprentices in the building trades. In addition, we work in partnership with a wide range of stakeholders to ensure construction projects provide employment opportunities for apprentices at the appropriate level to meet future demand for skilled labor through our Apprentice Utilization Program. Our pre-apprenticeship and apprentice utilization program together provide an effective system for workforce development in Rhode Island's construction sector.

From this foundation, we have established Apprenticeship Rhode Island, an initiative to expand the use of Registered Apprenticeship beyond the construction sector. Now, we are helping develop new registered apprenticeship programs in multiple sectors, which include healthcare, information technology, advanced manufacturing and boat building, among others. Working with employers, industry partnerships, government and community-based organizations, we are spreading the proven model of Registered Apprenticeship to benefit the state's workforce and economy. Learn more at www.bfri.org.

Building Futures is proud to be an Equal Employment Opportunity and Affirmative Action employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.