



Job Posting

Grants Manager

Way Finders is a [2024 Top Workplaces for Nonprofit](#) organization, named as an employer of choice because our employees said so!

At Way Finders, we are passionately invested in lifting up the region's people, places, and systems. Though our team performs a wide variety of functions, we are united by our shared mission: to build and advocate for a thriving region; to improve the stability and economic mobility of families and individuals; and to develop and manage a robust range of safe, affordable housing options.

Interested in joining our team of dedicated professionals? Way Finders is currently seeking a full-time **Grants Manager**. **The Grants Manager supports our mission through ownership of the grant funding lifecycle: preparation of proposals to foundation, state, and federal sources to secure funding for general operating, program-specific, and capital initiatives across the organization. This includes prospecting, proposal development, foundation communications, post-award stewardship, and reporting.**

Benefits include: 20 days of accrued paid time-off in year one | 15+ holidays annually | **Health, dental, and vision insurance options FROM DAY ONE** | Educational assistance | Medical Reimbursement Account | Dependent Care Account | 403(b) retirement plan with employer match | Life insurance | Short-term and long-term disability insurance | Transportation benefits | Employee Assistance Program | Annual staff picnic!

Wage starts between \$65,000 and \$76,500 per year depending on equivalent qualifications. Interested applicants must submit a resume and cover letter*; applications will be accepted until the position is filled.

***Those advanced to the interview stage of our hiring process will need to submit a writing sample. Details will be provided accordingly.**

The candidate may work in a hybrid-remote manner. Living within an easily commutable distance is required for weekly onsite work and meetings.

Responsibilities include:

Prospecting

- Identify, evaluate, and pursue grant opportunities with thorough knowledge of organizational programs, including multi-departmental and community partnership projects
- Create meeting agendas and facilitate discussions with program staff to assess funding requirements and strategic priorities
- Research and identify funding opportunities from foundation, state, and federal sources, with emphasis on discovering emerging funding streams
- Establish and maintain a funding calendar

Proposal Management

- Prepare grant proposals by collecting required application materials, supporting documentation, and data, to include writing compelling narrative sections
- Coordinate data collection, secure necessary approvals and partner endorsements, and ensure all application requirements are met
- Oversee the proposal approval process, manage submissions, and maintain accurate database records
- Monitor proposal status and funding projections, prepare quarterly and annual grant reports, and maintain a database of all proposals and awards
- Partner with the Finance department to ensure budget accuracy, alignment with proposal guidelines, and consistency between financial projections and projects

Management of Post-Award Process

- Coordinate reporting processes by partnering with key staff to ensure timely delivery of quarterly reports, grant deliverables, and annual planning documents
- Communicate successful funding outcomes to senior and program staff, facilitate review of award documents and contracts, and provide support during terms and conditions negotiations when required
- Ensure prompt submission of grant acknowledgments and executed agreements
- Monitor grant compliance and proactively identify potential issues, develop corrective action, and facilitate renegotiation of grant terms when necessary
- Conduct regular compliance review meetings with senior and program staff to assess adherence to grant requirements, oversee report preparation, and escalate non-compliance concerns to leadership with recommended solutions
- Partner with relevant departments to develop and implement funder stewardship strategies, including recognition programs

Developing and Maintaining Systems

- Create and maintain institutional knowledge repositories, best practices documentation, and process manuals to preserve organizational expertise
- Oversee grant management software and tracking tools
- As appropriate, develop, contribute to, and/or collaborate on policies and standard operating procedures that ensure successful and efficient grant management
- Lead development of grant implementation procedures, train staff on compliance requirements and best practices, identify potential risks and develop mitigation strategies, and establish consistent standards across departments
- Support grant-related outreach strategies and marketing materials development that dynamically represents the organization at conferences and networking events
- Track grant success rates, measure process efficiency, and ensure continuous improvement and operational excellence
- Provide input on organizational strategic planning related to funding strategies and partnership development to align grant activities

Supervisory responsibilities include:

- Set effective and achievable training plans for new staff members; evaluate and make process improvements based on feedback
- Evaluate and provide timely feedback to staff on performance-related matters; assess staff members' strengths and developmental needs; implement performance plans to ensure the development and/or maintenance of necessary skills
- Hire new/replacement staff in an efficient manner, following recruiting process guidelines
- Those directly and indirectly supervised may include administrative staff and temporary workers
- May supervise volunteers, consultants, and interns

Requirements include:**Core Grant Management Experience**

- 7 years' experience in development, or a related role, preferably in a nonprofit setting; a combination of experience plus a Bachelor's degree may be a substitute
- 3 years' experience in grant writing with foundations, corporations, state and federal sources, or grants and contracts
- Proven track record of successful grant applications with demonstrated funding outcomes
- Experience with the full grant lifecycle from prospecting through post-award compliance

Technical Skills

- Proficiency with the Microsoft Suite and complex databases; comfort learning new technologies
- Excellent written communication and storytelling abilities for compelling proposals
- Solid research and analytical skills to identify funding opportunities and assess match
- Database management and data analysis experience for tracking proposals, awards, and metrics
- Budget development and financial analysis experience to create project budgets and financial projections

Relationship and Communication Skills

- Experience with effective stakeholder management that works effectively with staff, leadership, and external partners
- Skilled in professional relationship-building with foundation program and government officers
- Meeting facilitation and presentation skills for planning and funder meetings

Strategic and Organizational Abilities

- Project management skills to coordinate complex, multi-departmental initiatives
- Strategic thinking to align funding opportunities with organizational priorities
- Process improvement mindset to develop efficient systems and procedures
- Negotiation and problem-solving abilities for contract terms and compliance issues
- Training and mentoring capabilities to build organizational grant capacity

Knowledge Base

- Understanding of nonprofit operations, compliance requirements, and best practices
- Familiarity with foundation and government funding landscapes
- Knowledge of grant compliance regulations and reporting requirements
- Awareness of partnership development and stewardship strategies

Way Finders is an Equal Opportunity Employer. This position is available to all without regard to race, color, religion, national origin, disability, age, gender or gender identity, sexual orientation, political affiliation, or veteran status. We provide reasonable accommodation for qualified individuals.