



## ***Grant Manager***

**Reports to:** EVP of Philanthropy

**Location:** Main Campus

**Hours:** 40 hours per week, flexibility based on needs

**Salary Range:** \$55,000-\$65,000 annually

### ***MISSION AND NEED***

Holy Family Institute (HFI) is a 120-year-old Catholic organization with an impeccable history of serving children and families in the Pittsburgh Region. We are one of Pittsburgh's largest social service organizations operating 15 programs in two counties. We are an independent organization guided by Catholic Social Teachings and serving people of all faiths and backgrounds.

The Grants Manager is responsible for leading efforts to meet grant-related targets within annual and multi-annual fundraising campaigns. This position is familiar with local, regional, and national funding opportunities and excels at developing grant proposals that align the needs of the agency with the priorities of external supporters. This person serves as the primary grant writer, supports funder relationships in partnership with executive leadership, engages in compliance reporting, and supports special project and campaign initiatives. This position requires strong writing, data analysis, program budgeting and project management skills, and an understanding of logic models and outcome measurement.

### **Essential Duties and Responsibilities**

- Regularly meets with program staff and executive leadership to identify emerging organizational needs, suggest funding partners/opportunities, and propose strategies for soliciting grants from both new and current funders
- Prepares, reviews, and submits high-quality grant proposals to foundation, corporate, and government funding opportunities in order to maintain current funders and expand the agency's grant portfolio
- Researches and reviews new funding opportunities, develops effective grant solicitation strategies, and performs initial outreach to new funders
- Stewards relationships with present and future foundation/corporate funders and individual major donors through regular written updates, timely submission of reports, and informative outreach and communication
- Schedules appointments for key HFI leadership with foundation officers and other prospects, and arranges for onsite tours as needed to showcase HFI programs
- Collaborates with administrative, finance, HR, and agency program staff to gather/develop effective logic models, budgets, job descriptions, project timelines and other required corroborating documentation for grant submissions
- Heads internal kick-off meetings for all new grants to share timelines, budgets, and deliverables with responsible departments
- Regularly reviews grant calendar to track all funding opportunities, deliverables, deadlines, contacts, and key programming initiatives



- Prepares reports as requested for executive leadership and boards regarding grant-seeking progress
- Tracks grant and funder activity in Raiser's Edge donor database
- Monitors expenditures, timelines, and project status and reviews all interim/final grant reports to ensure that the desired objectives have been achieved
- Maintains key reference libraries, including prospect lists, grant portal login information, research/reports, "boilerplate" grant language, and template designs cover letters, grant applications, financial reports, and other pertinent documents
- Participates in professional development activities to enhance knowledge and skills, including subscribing to and reading fundraising periodicals, journals, and e-newsletters, and attends professional development conferences and other related activities
- Develops understanding of institutional history as related to mission and programs
- Takes initiative and completes assigned tasks in a timely and efficient manner
- Works effectively with other members of the Development Office
- Participates in agency or department projects and other duties as assigned by management

#### **Requirements**

- 3+ years' experience in successful grant seeking experience with a non-profit organization.
- Bachelor's Degree in Communication, Writing, or Business preferred.
- Must have Act 33/34 and FBI clearances and valid PA driver's license.
- Exceptional organizational, written, and verbal communication skills.
- High degree of proficiency with online grant applications and logic model, Windows, MS Word, PowerPoint, and donor management software experience, plus online research tools.
- Excellent math and budgeting skills and proficiency with Excel.
- Demonstrated ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices.
- Experience with local, state, and federal funding proposals.
- Ability to manage key projects concurrently.
- Ability to communicate effectively with diverse audiences in conversations and through documents and presentations.
- Ability to work in a team and independently.
- Ability to work weekends and weeknights as needed.

***Please Note:*** Candidates will be required to show proof of being fully vaccinated against COVID-19 upon commencing employment. Reasonable accommodations will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law. Applicants should be aware that for client-facing roles, particularly those involving close contact with vulnerable individuals, accommodations that involve remaining unvaccinated against COVID-19 may not be deemed reasonable. The Company will engage in the interactive process on an individualized basis in light of each particular role.



### **COMMITMENT TO SOCIAL JUSTICE**

Holy Family Institute and its affiliated organizations are committed to an environment that respects and values every human being and individual differences. We will invest time and resources to create an inclusive environment for all of our stakeholders. This means we will respect diversity that includes race, ethnicity, gender, socioeconomic status, education, disability, language, and sexual orientation. We also believe that we should be “Faithful Listeners” and embrace diversity of ideas, perspectives, and values. We believe in providing access, opportunity, fair treatment, and advancement for all people. Believing that “God is Found in Everyday Activities” we will do our best to eliminate barriers that prevent full participation in our programs and services. We believe “Loving Relationships” means that all are welcome, all are neighbors, and there are no exceptions. With this belief we aim to create an environment in which any individual or group can feel welcomed, respected, supportive, and valued.

**Holy Family Institute is an Equal Opportunity Employer.**

To apply please click here: [Grant Manager Application](#)