



# Job Description

**Title:** Grants Manager  
**Reports To:** Assistant Director of Grants Management  
**Department:** Development  
**Date:** Created 1/26  
**Location:** Hybrid: Remote/Cleveland Area

## **Purpose of Job:**

The Grants Manager is responsible for growing grant and proposal-based revenue streams and supporting various External Affairs activities, including events.

## **Major Duties and Expectations**

Manage a portfolio of foundation and government funders:

- Write and submit high-quality foundation and government grant proposals.
- Partner with Finance and Operations teams to develop accurate, compliant grant budgets.
- Produce timely narrative and financial reports to meet all funder requirements.
- Ensure compliance with grant contracts, including outcome metrics, allowable costs, and reporting obligations.
- Conduct stewardship activities to strengthen funder relationships.
- Lead grants project management across the lifecycle—including prospect research, cultivation, proposal development, post-award management, and close-out—in collaboration with internal partners.
- Maintain accurate donor records and documentation in Donor Perfect and organizational SharePoint.

Secure new funders and re-engage lapsed donors:

- Perform prospect research, conduct analyses, and manage a pipeline of potential funders.
- Partner with program leaders to match internal needs with external funding opportunities to maximize revenue.
- Co-manage the organization's fiscal year grants and reporting calendar with the Assistant Director of Grants Management.
- Support the CEO and CDCO in donor outreach, communication, and stewardship for foundation funders and prospects.

Data and Systems Management:

- Use Donor Perfect to streamline reporting, tracking, and grant management processes.
- Interpret data from the organization's Power BI analytics dashboard to identify needs, inform strategy, and strengthen proposals and reports.

**Additional Responsibilities:**

- Perform other duties as assigned to support the organization's development and grants functions.

**Education/Experience/Skills**

The final candidate will have at least 3 years demonstrated grant-writing experience with a proven track record of accomplishment. Knowledge of the local foundation landscape is preferred. Excellent communication skills and the ability to multi-task for maximum efficiency are highly desired.

**Hours of Work:**

This is a full-time, exempt, hybrid position with a flexible schedule for the purpose of meeting the responsibilities of the role. Full-time candidates will be considered.