JOB POSTING

Open Date: 9/14/2022
Closing Date: Until Filled
Position Title: Grants and External Partners Manager
Job Type: Full-time, Exempt
Salary Range: $60,000-$70,000 depending on experience

This non-profit organization is a 501(c)(3) membership association with 18,000 school nurse members who work in public and private schools. We seek an experienced grants manager to join our dynamic and dedicated staff team.

Position Description, Responsibilities and Qualifications:

This Grants and External Partners Manager is primarily responsible for researching, coordinating proposals for, establishing contractual relations resulting from, and managing reporting for grant-funded programs. This position coordinates and supports external partnerships and assists with program implementation.

Grant Seeking:
- Researches available funding opportunities and communicates opportunities with the staff and membership
- Seeks partnerships with other nonprofit organizations for grant seeking
- Attends meetings and events to network with potential funders

Proposal Coordination:
- Coordinates creation of grant proposals, including budgets, letters of support
- Identifies and secures services from consultants and contractors
- Coordinates with staff for projects involving continuing education and technical components

Project Management:
- Coordinates contracts with funders and partners, overseeing contractual commitments throughout project implementation
- Works closely with the Chief Financial Officer to monitor expenditures of grant funds to assure management of grant within the approved budget

Grant Reporting and Stewardship:
- Provides written communications and reports to funding agencies and staff
Development Activities:
• Cultivates relationships with organizations with missions that align with NASN mission
• Works with staff and board volunteers to expand fundraising opportunities

Corporate Advisory Council:
• Manages logistics and activities for NASN corporate advisory council including working with executive director to develop agenda and supporting materials, meeting logistics, minutes and follow-up activities

Other Duties and Responsibilities (Departmental/project-related duties):
• Active in assuring association data accuracy and consistency
• Overnight travel within the United States 1-2 times each year

Requirements:

Education:
• Bachelor’s degree in social science, government, business or a health-care field required

Experience and Skills:
• Required: three years’ experience in nonprofit development, coordinating proposals, contracts, and reports in a team environment.
• Demonstrated excellent written and verbal communication skills required, including visual presentation of facts (e.g., logic models, charts)
• Demonstrated ability to use MS Office Suite, including Microsoft Excel to interpret, create and edit realistic and accurate budgets, and estimate and guide others in estimation of costs in time, effort and needs from vendors; and MS Teams for communication and coordination
• Demonstrated customer relations/sales/account management skills
• Skilled with project management; able to use tools such as calendars (e.g., Outlook), work plans, timelines and Gantt charts to coordinate meetings and deadlines

Physical Demands and Work Environment:

Environment: Work is performed primarily in a standard office environment at headquarters or off-site with public contact and some interruptions.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
Vision: Sight must be in the normal visual range with or without correction.

Hearing: Auditory ability must be in the normal audio range with or without correction.

NOTE: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The statements are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, skills, and/or physical requirements required of all personnel within this job classification.

Location: In-person in Silver Spring, Maryland. Eligible to work remotely up to three days a week after introductory period

Benefits: Health Insurance, paid time off, 403(b) retirement account

To apply: Email resume, letter of interest with salary requirement, and references to kmcduffie@nasn.org with the subject line “Grants and External Partners Manager”