



POSITION DESCRIPTION

Position Title: **Grants Manager - FT**

Position Supervisor: CAC Executive Director

<p>Job Summary</p>	<p>Working in a multidisciplinary (MDT) environment, the Grants Manager is responsible for researching viable prospects, developing compelling narratives, and creating effective proposals to secure grants and other funding to support the Will County Children’s Advocacy Center’s mission and programs. Must maintain relationships with private and public grant funders, and provide all required reports, updates, and renewal applications. Required coordination with State’s Attorney’s Office staff and CAC client service/program staff to develop proposal concepts, prepare project budgets, define project objectives, write and submit grant proposals, and report outcomes. Occasional evenings and weekends required.</p>
<p>Essential Functions</p>	<p>Maintain knowledge of federal and state grants administration requirements, policies and procedures to insure compliance with grants administration requirements.</p> <p>Develop an annual work plan of grant funding sources, including a calendar of activities and projected revenue.</p> <p>Manage all proposal and reporting activity to ensure timely delivery of required materials and information, including narratives, budgets, timelines, outcomes, and other components.</p> <p>Serve as the primary writer, and produce/compile completed letters of inquiry, proposals, and reports.</p> <p>Track all grant activity to ensure accurate forecasting and reporting.</p> <p>Manage and create organizational and program budgets in collaboration with the Executive Director and Will County State’s Attorney’s Office, as well as perform necessary bookkeeping/accounting tasks.</p> <p>Research potential funders and maintain a robust pipeline of foundation relationships and prospects, strategically qualifying funders against appropriate organizational needs.</p> <p>Monitor government grant sources for potential opportunities and evaluates the feasibility of RFPs as they are released.</p> <p>Promote productive relationships with funder program officers and trustees; support the Executive Director in maintaining positive funder connections; interface with funders as appropriate/assigned.</p> <p>Develop and maintain a toolbox of required application components, narrative templates, and budget documents.</p> <p>Regularly identify current and future funding needs and strategize proposal concepts.</p> <p>Facilitate the collection of program information needed for reports, including project outcomes, relevant statistics, and financial information.</p>

	<p>Maintain electronic files of all proposals, funding agreements, and correspondence; provide documentation as needed.</p> <p>Ensure the execution of all grant contracts and the fulfillment of all grant requirements.</p> <p>Keep grant contact information, deadlines, and application portal login information up-to-date.</p> <p>Maintain all contact notes with grant funders.</p> <p>Effectively manage time to meet competing deadlines.</p> <p>Stay informed of the latest child abuse issues and supporting data.</p> <p>Consistently demonstrate professional behaviors and leadership skills that are in support of the vision, mission, and philosophy of the Will County CAC at both the organizational and personal level.</p> <p>Have an essential understanding of National Children’s Alliance standards and implementation of best practices.</p> <p>Communicate effectively and function in a collaborative manner within all levels of the organization, with participating agencies and within the community.</p> <p>Maintain a positive relationship with multidisciplinary team members and creatively identify and eliminate any barriers that may exist, to ensure program success.</p> <p>Attend and participate in regularly scheduled CAC staff meetings/staff development activities.</p> <p>Maintain strict confidentiality and cross-cultural awareness in the performance of all duties.</p> <p>Contribute to a work environment that is mutually supportive, respectful, and diverse.</p> <p>Maintain all case files with attention to detail and timeliness.</p> <p>Attend local, out-of-town, or overnight specialized training or peer review meetings as needed.</p> <p>Other duties as assigned by the Executive Director or added to the scope of responsibility for the position.</p>
<p>Education and Experience</p>	<p>Bachelor’s degree required. Related experience in writing and/or managing grants preferred.</p>
<p>Knowledge, Skill & Abilities</p>	<p>Superior organizational and writing skills, a must.</p> <p>Bicultural and bilingual (English-Spanish) strongly preferred.</p> <p>Excellent verbal and interpersonal communication skills. Discrete in handling confidential information; tactful and diplomatic in dealing with others.</p> <p>Ability to read, analyze, interpret, and write reports and correspondence.</p> <p>Experience building budgets is helpful.</p> <p>Proficiency in working with Microsoft Office suite applications including Word, Excel, Outlook, and PowerPoint. Nonprofit donor database experience preferred.</p> <p>In addition to the above, ideal candidates will be strategic thinkers, skilled relationship builders, attentive to deadlines and details, highly organized, creative, and comfortable</p>

working with all levels of staff and funders. Sound reasoning, judgment, and high professional standards.

Must be able to focus under pressure and with interruptions and meet strict deadlines.

Must perform job duties independently, proactively, and with a variety of people in a team setting requiring significant self-direction/self-management skills and the ability to be flexible in an unstructured environment.

Position involves sensitive and confidential information about child abuse victims and partner agency personnel at all levels. Strict confidentiality must be maintained.

Other Requirements for Employment

Must pass a thorough criminal background investigation.

Must have own means of transportation, valid driver’s license and proof of insurance as travel throughout Will County is required.

By signing this position description, I am indicating that I understand and accept the duties as described above and will do my best to meet these expectations. I understand that this is not an exhaustive list of job duties, but rather a general description of the job I am expected to perform.

EMPLOYEE NAME (PRINT) _____

EMPLOYEE SIGNATURE _____ **DATE** _____

EXECUTIVE DIRECTOR _____ **DATE** _____