Grant Manager

Rebuilding Together is searching for a dynamic and strategic Grants Manager to manage existing grant programs, enhance funding models, identify and pursue new sources of funding, and develop sustainable and effective grants programs.

The Grants Manager reports to the Director of Foundation and Government Engagement and will design, implement and manage grant management workflow processes and procedures to ensure the successful implementation of grant-funded programs/projects. The ideal candidate for this role has superior organizational skills, strong written and verbal skills, and exceptional budgeting and monitoring skills.

An outstanding Grants Manager should re-enforce relationships with donors, ensure that grant programs operate efficiently, streamline grant administration, and keep our grant-funded programs fiscally sound. Successful candidates will have demonstrated experience with pipeline development and management, grant writing, donor cultivation, and grant management. Passion for our mission, creativity and bold, critical thinking are a must.

The Grants Manager works on a team of fundraising professionals tasked with specific annual fundraising goals to support the mission of Rebuilding Together.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
The duties of the Grants Manager include pre-award and post-award duties:

Grant Proposal Development - Pre-award activities
- Develop, research and maintain a grant opportunities database including funder information, pre-bid conferences, proposal deadlines, funding priorities, and previously submitted grant proposals.
- Compile and interpret organizational, local and national trend data that will benefit all fundraising efforts.
- Participate in program development for potential grant opportunities
- Develop grant proposals, LOIs, and may also assist in the development of grant proposals, as well as required attachments or supporting materials such as program timelines and budgets.
- Review, proof and edit grant proposals.
- Other duties as may be assigned.

Grant Administration - Post-award activities
- Ensure compliance with grant requirements and educate staff on said requirements.
- Develop and implement internal grants management policies and procedures.
• Coordinate with program staff and other departments to ensure all grant related activities including data collection and reporting are smoothly implemented.
• Develop and maintain a project management system to track progress, to provide regular feedback and to ensure timely completion of project deliverables.
• Interact closely with the Finance Division to monitor financial requirements for each grant.
• Monitor and manage grant implementation timelines, budgets and deliverables.
• Monitor and document grant payments and expenditures and ensure timely drawdown of funds.
• Track program results and analyze outcome and financial data
• Maintain monthly and/or quarterly records for all grant related activities.
• Track and report on grant progress reports to funders observing reporting deadlines
• Steward relationships with grantors.
• Produces internal data summaries, reports, and grant statistics for internal and external audiences
• Conduct or assist in the evaluation of grant-funded programs as required by a grant.
• Other duties as may be assigned.

QUALIFICATIONS AND PREFERRED EXPERIENCE:
• Five (5) years’ experience in grant management and grant proposal development. Experience managing federal grants is highly desirable. Work with a national organization is highly desirable.
• Degree in Business Administration, non-profit management, or related field from an accredited college or university OR 6 years equivalent experience
• Two to three years writing grants for both public and private funding sources. Experience in applying for federal funding is highly desirable.
• Demonstrated track record of successful fundraising in an environment of similar complexity.
• Proficient in Microsoft Office Suite (Word, Excel, and PowerPoint); experience with Salesforce or another CRM platform is desirable. Ability to operate office equipment such as copier, fax machine, telephone, computer and printers.
• Housing and community development experience preferred.
• Requires ability to work some evenings, weekends, and occasional domestic travel.
• Proficient in the application of word-processing and spreadsheet software and ability to learn new software as needed.

DEMONSTRATED SKILLS OR KNOWLEDGE:
• Excellent writing ability that is clear, concise and analytic in style.
• Superior proofreading and editing skills, with a strong command of grammar.
• Strong verbal communication skills, and ability to communicate with colleagues to develop and implement the required grant support system and achieve desired outcomes.
• Solid planning and organizational skills with high attention to detail, accuracy, protocol and deadlines.
• Ability to work independently and collaboratively in a team environment.
• Ability to multi-task and to oversee and prioritize multiple projects and effectively manage work flow to meet deadlines.
• Ability to plan, organize, and coordinate people, tasks and projects for efficiency
• Ability to exercise a degree of judgment in setting up records, maintaining accurate figures and establishing order of importance.
• Ability to anticipate problems or to identify them before significant impact on service delivery, expenses or revenues.
• High level of flexibility and responsiveness with the ability to shift priorities quickly and as organizational demands require.
• Ability to take initiative and develop solutions quickly and effectively.
• Strong project management skills as they pertain to grant management.
• Ability to develop program/project budgets and knowledge of budgetary operations.
• Knowledge of accounting and auditing policies as they pertain to grant management.

LOCATION:  Washington, DC, but may consider remote assignment based on candidate’s qualifications.

SCHEDULE:  Monday to Friday, 9am to 5pm.

COMPENSATION
Salary is competitive and commensurate with background and experience. Rebuilding Together offers a generous benefits package including medical, dental, vision, and retirement plans.

TO APPLY
E-mail résumé with cover letter and salary requirements to: Amy True, Human Resources Department at atrue@rebuildingtogether.org

Rebuilding Together is an Equal Opportunity Employer