



## **JOB DESCRIPTION GRANTS MANAGER**

**FUNCTION:** Government Grants Manager is responsible for identifying, securing, and managing financial resources from government agencies, including federal, state, and local government sources. Works collaboratively with program coordinators, accounting, and senior leadership to ensure adherence to funding regulations. Responsible for expanding the organization's government funding support, the Grants Manager will identify new funding opportunities and strengthen relationships with current program officers. The position reports to the Associate Director.

**CLASSIFICATION:** Exempt

**REPORTS TO:** Associate Director

### **Responsibilities**

1. Manage full grant cycle to maintain the health and viability of CAWC government grants which includes but should not be limited to researching and identifying potential government funding opportunities, writing, and submitting letters of inquiry and grant applications, preparing, and submitting grant reports, leading grant management and government grant-related compliance initiatives, and tracking reporting requirements/deadlines.
2. Research, identify, and evaluate government funding opportunities that match organizational, program, operational, and capital needs. Analyze relevant notices of funding opportunities and prepare summary memos for program managers and senior leadership.
3. Work in tandem with program, finance, and leadership staff to create and monitor program/grant budgets.
4. In collaboration with finance, submit grant vouchers or reimbursement requests to government funders as needed.
5. Develop and maintain contract and grant management systems, policies, and procedures in collaboration with Finance, Program leadership, and Agency Leadership as appropriate. Provide analyses and recommendations around system changes to address a broad range of contract and grant management needs.
6. Monitors project progress, paying special attention to project goals, expenditures, and applicable rules and regulations.
7. Assist program staff in the preparation of government grant requests and reports as assigned.
8. Other duties as assigned.

### **Qualifications**

#### **Required:**

1. College degree or equivalent work experience in grant writing, program management, and budgeting.



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2. Two years of professional experience in grant management, grant administration, or contract management.
3. Knowledge of applicable state and federal policies, procedures, and reporting systems regarding the administration of grants and financial management principles.
4. Excellent interpersonal, verbal, written, and organizational skills.
5. High level of computer proficiency including Microsoft Office suite
6. Demonstrated capacity to be self-directed and take initiative while maintaining harmony with agency strategy.
7. Dedication to empowerment of DV survivors and children, as well as a commitment to and understanding of anti-oppression and social justice work.
8. Capacity to work effectively with others of diverse age, language, race, ethnicity, sexual orientation, gender identity, religious belief, mental/physical ability, and socioeconomic status.
9. Availability to complete CAWC's 40-hour domestic violence training.