Title: Director – Grant Management

<table>
<thead>
<tr>
<th>FLSA Class: Exempt</th>
<th>EEO Category: Professional</th>
<th>WC Class: 8861</th>
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<tbody>
<tr>
<td>Job Title #210009</td>
<td>Salary Grade:</td>
<td>Purchase authority: II</td>
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Date Approved: April 28, 2021

Purpose of Position

The Director of Grant Management is a member of the statewide advancement team. The position is responsible for development and execution of major funding initiatives through grants, both private and public. This position will secure funding for annual, capital and endowment goals of the agency through coordination with corporations, foundations and organizations, and government agencies at the local, state and national level. This position works with appropriate Advancement, Accounting, and Program Leadership to monitor and facilitate post-award grant compliance including reporting, contract management, and creation and maintenance of funder-required policies. This position develops and maintains processes and procedures to ensure consistent tracking and documentation of incoming grant funds. This position reports to the Sr. Director of Grant Development and supervises staff and volunteers as appropriate.

Major Duties (*Essential Element)

- Meets fundraising goals and objectives as outlined in the Advancement strategic plan and annual agency budget. *
- Researches funding opportunities, both private and government, ensures that the goals and objectives of the grantor meet with the mission and priorities of Great Circle *
- Identifies programs with a demonstrated financial need within the region; prepare program information for inclusion in requests.
- Broadens the donor base through the submission of formal requests to corporations and foundations
• Identifies relationships that exist between regional council members and corporations, foundations and individuals; develops and implements plans to enhance volunteer involvement in the cultivation, solicitation and stewardship of donors
• Coordinates with agency communications team and grantor to ensure press releases are issued in a timely manner as appropriate
• Develops policies and procedures as appropriate to fulfill funder requirements
• Monitors grant compliance on an on-going basis
• Monitors grant-related records in Raisers Edge on an on-going basis in coordination with Sr. Director of Advancement Services
• Assists Program Leadership and Accounting to ensure funded programs meet financial and reporting deadlines and benchmarks
• Reports status of all funded grants to Sr. Director of Grant Development
• Participates in preparation of the annual budget
• Collaborates regularly with the Director of Finance on Grant compliance
• Participates in Advancement Team staff meetings, events and other activities
• Adheres to the professional fundraising ethics of the Association of Fundraising Professionals
• Other duties as needed for the betterment of Great Circle

Competencies

• Leadership - possesses leadership skills and behaviors that contribute to superior performance; effectively manages change, problem solving, decision making, managing workload
• Judgment – makes thoughtful decisions in a timely and confident manner
• Execution & Results – adapts to change, effectively copes with the unexpected, systematically problem solves, follows-through and ensures accuracy
• Customer Focus – properly interacts with others, works independently or with a team, ethically minded
• Motivation & Work Ethic – demonstrates personal integrity by operating in an accountable, reliable, and respectful manner
• Trauma Informed – demonstrates commitment to learn and apply trauma-informed principles, as appropriate by role, and to understand impact of stress and trauma to clients, colleagues and self

Required Education and Experience

• Bachelor’s degree and five (5) or more years’ experience in professional fundraising
• Demonstrated success in grant writing and/or donor solicitation
• Demonstrated grant-related financial and project management experience

Preferred Education and Experience

• Master’s degree in social work, Counseling or other related field
• Raiser’s Edge Experience
• Experience working with children and families in a trauma informed environment

Qualifications

• Exceptional verbal, analytical, and written communication skills
• Computer expertise in Word, Excel, PowerPoint
• Demonstrated organizational skills
• Demonstrated ability to manage multiple tasks and to prioritize
• Strong understanding of government and private funder guidelines and requirements
• Strong understanding of pre-to-post award grant process
• Willingness to travel
• Valid driver’s license and ability to meet Great Circle’s insurance requirements

Working Conditions

Office Environment

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to sit or stand at a personal computer for a reasonable length of time typing and reading. The position requires constant sitting, listening and talking. The position requires occasional walking, use of hands to handle or feel, climb, balance, stoop, kneel or crawling tasting or smelling as well as lifting up to 25 pounds. This position occasionally lifts up to 100 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility

Yes

Supervisory Responsibility

Yes

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee printed name: __________________________

Employee signature: _____________________________ Date: __________