

# **ST. VINCENT DE PAUL GEORGIA**

## **GRANTS MANAGER**



**Job Title:** GRANTS MANAGER  
**Department:** Development  
**Reports To:** Chief Development Officer  
**Status:** Full-Time/Salaried/Exempt

**POSITION PURPOSE/JOB SUMMARY:** St. Vincent de Paul Georgia (SVdP) seeks a talented grant writer and fundraising professional for the position of Grants Manager to manage and significantly grow SVdP's grants portfolio and revenue. To support the sustainability of SVdP's various programs and services, the Grants Manager will manage and coordinate the process of research, cultivation, writing, and submission of federal, state, and local government grants as well as foundation and corporate grants. This individual will lead all aspects of developing successful grant proposals and contracts and coordinate input across the organization as needed.

### **DUTIES AND RESPONSIBILITIES**

#### **Fundraising**

- **Develop and write compelling grant proposals for all local, state and federal government grants and foundation, corporate and United Way grants as well as others as assigned**
- **Fully meet and manage SVdP's annual operating budget each fiscal year meeting all revenue goals for public, foundation, corporate, United Way and other grant categories**
- Develop a balanced and sustainable grants portfolio that focuses on large, multi-year grants from regional and national foundations and large, renewable public funding grants and contracts
- Identify new grant funding opportunities to support implementation of SVdP's strategic plan including an expanded state-wide growth, systems-level projects and programs and new initiatives, including a community pharmacy and workforce development
- Conduct prospect research to identify new public and private sector grant opportunities aligned with SVdP programs and priorities
- Contact funding prospects as appropriate to determine priorities, guidelines, eligibility, and other requirements
- Coordinate with SVdP District and Conference Presidents to submit geographic specific grants (EFSP, local Community Foundations, EMC)
- Manage SVdP's grants portfolio, including writing proposals and reports, serving as POC, managing relationships with grant officers and preparing for audits and site visits
- Plan a pipeline of proposals, report monthly on the status of grants, research prospects for the calendar, and monitor deadlines, ensuring impacted staff members are informed of key deadlines and deliverables in advance
- Ensure that grant deadlines are met and that proposals and reports are of the highest quality

- Write and submit grant reports to current and past funders and SVdP leadership
- Work collaboratively with program, communications, finance, and other development staff to develop grant proposals, budgets, and final/interim reports
- Delegate responsibilities and prepare leadership and staff to ensure funder/donor visits are of the highest quality
- Create reports and analyze program outcome data from CMS, HMIS, and other program databases
- Communicate to all relevant staff, the grant awards, including the amounts, final budgets, as expected
- Assure SVdP Georgia and its mission, programs, products, services and brand are consistently presented in a strong, positive image
- Attend funder meetings including technical assistance meetings and conference calls, training sessions, local government hearings and other appropriate meetings
- Prepare presentations and other information for grant funder site visits, grant monitoring and audits
- Utilize internal grant tracking reports and calendars to ensure annual revenue goals are met, as well as timely submission of proposals
- Follow and understand trends in philanthropy and grantmaking

#### **Other/Administrative**

- Assist Chief Development Officer as needed
- Maintain accurate and consistent grant files, hard and soft copies
- Assist Finance team to ensure documentation is organized and prepared for annual organizational audit
- Coordinate with Finance team to ensure that grant payments, invoices, and reimbursements are categorized and dispersed accurately
- Thoroughly review and make recommendations on grant contracts

#### **QUALIFICATIONS**

**Minimum 3 years experience in non-profit GRANT WRITING with DEMONSTRATED SUCCESS securing public, foundation and corporate grant funding, preferably with social services agencies.**

- Bachelor's degree in related field required
- Knowledge of foundations, corporations and public agencies that fund in Georgia, particularly in the metropolitan Atlanta area
- Strong written and editing skills with exceptional attention to detail
- Excellent organization and time management skills and ability to prioritize and meet deadlines

- Ability to analyze and systematically compile technical and statistical information and to prepare reports and correspondence; comprehend and make inferences from written material; interpret federal, state, and local government laws and regulations regarding grant contracts
- Compelling presentation and oral communication skills
- Exceptional research, analytical, and organizational skills
- Effective collaborator with the ability to work both independently and as part of a team
- High degree of proficiency in Microsoft Word, Excel, Outlook, and Power Point
- Familiarity with donor and program databases (Raiser's Edge, HMIS)

### **COMPENSATION**

Very competitive salary commensurate with experience and background plus benefits including health insurance and 401K retirement plan, great work environment, hours and team.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform other related duties as may be required by their supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

**To apply submit cover letter, resume and writing sample.**

Learn more about St. Vincent de Paul Georgia at [www.svdpgorgia.org](http://www.svdpgorgia.org).