

**JOB DESCRIPTION**

**POSITION:** Grants Manager

**REPORTS TO:** President & CEO

**Position Summary:**

The Grants Manager is responsible for all aspects of grants, and to plan and execute the grantmaking process for the organization. This position will determine with Finance cost allocations in accordance with the deliverables of the grants. This function will write grants, develop, and maintain a grant management and cost allocation tracking system. As a member of the growing team, your role will be to interact regularly with the data, program, and coalition members.

Principal Duties and Responsibilities:

* Works to establish appropriate procedures for tracking and compliance of grants
* Responsible for writing grants to foundations and governments
* Coordinates all aspects of the grants management process, providing guidance in the areas of grant regulations and compliance related to federal, state, local and foundation funding
* Researches opportunities, and proposal requirements of corporate, foundation, and government funding
* Evaluates proposals and funding guidelines to determine funding probability and potential impact on agency resources
* Coordinates grant award acceptance and oversees grant launch process
* Reviews unsuccessful grant requests for scoring, rejection rationale, and possibility of resubmission
* Oversees and assures compliance of grant funded activities; working collaboratively with other staff members; monitors grant awards and submits all required reports on grant activities and expenditures
* Serves as the liaison with federal, state, and local program officers, private associations, and foundations
* Monitors, creates, and disseminates information on funding trends and legislative developments related to funding opportunities
* Other duties as assigned

Skills and Qualifications:

* Bachelor's degree in Business, Fundraising, Communication, Public Administration required
* Minimum of 5 years grant compliance experience with a minimum of 2 years of government grants experience required
* Strong Excel skills required
* Exceptional analytical, organizational, and problem-solving abilities
* Excellent writing skills
* Proficiency in Microsoft Office Suite and understanding of technology and tools
* Willingness and ability to travel regionally

Key Competencies:

Strong project management; written communication abilities; computer, spreadsheet, and data utilization skills; ability to work independently and as part of a team. Excellent analytical, organizational, planning, and problem-solving skills with an ability to prioritize, drive and complete multiple projects under stringent deadlines, and to respond to changing priorities.

Hours of Work: This is a full-time exempt, hybrid position (40 hours/week).

The Collaborative to End Human Trafficking is dedicated to building a culturally diverse staff committed to working in an inclusive environment. Qualified applicants will receive consideration for employment and will not be discriminated against based on race, color, religion, sex, sexual orientation, gender identity/expression, national origin, disability status, protected veteran status, or any other characteristic protected by law.