



## **Grants Manager**

### **Job Description**

**FLSA Status: Exempt**

#### **GENERAL PURPOSE**

The Grants Manager is a member of IHDF's fast-paced, hard-working Development team and is responsible for leading IHDF's grant efforts.. In coordination with the Development team, the Grants Manager will manage \$1M+ in grants from 80-100 foundations, corporations, and government entities, while contributing to the Development team's overall revenue goals of approximately \$4M+.

#### **REPORTS TO**

Executive Director

#### **PRIMARY RESPONSIBILITIES**

- Manage the grant pipeline portfolio of 80-100 institutions, with over half of revenue coming from government sources
- Write, package, and edit all grant proposals, maintaining consistent quality in content, spelling, grammar, and punctuation.
- Prepare and submit required reports to funding entities to meet deadlines; initiate process and coordinate with staff in a timely manner as necessary to gather evaluation data and program information.
- Organize all administrative paperwork associated with the grant program. ○ Work with program staff and third-party partner organizations to build suitable proposals for new and continued funding opportunities.
- Working with the finance department to prepare and submit budgets.
- Looking for and implementing better systems and processes to continually improve our grant management process;
- Maintain the annual grants calendar, database records, and all related deadlines. ○ Ensuring all grant requirements are met (in partnership with program staff) and reporting out on such;
- Update Salesforce (database) grant tracking system and other internal tracking systems to include a calendar of grant activity, income, and pipelines, and maintain granting resource data, documents, reports, and materials.
- Conduct Data Research
- Research educational data sources to understand current issues, trends, and statistics and provide clear context for the need IHDF is meeting in Boulder County. ○ Work with Evaluation Task Force to support the implementation of multiple annual surveys of clients in partnership with third party institutions, including all those associated with grant requirements.
- Prospect New Funding
- Qualify and apply to new grant opportunities (corporations, foundations, government, etc.) in order to diversify funding sources and commitment to multi-year grants.

- Communications
- Build strong relationships with donors through strategic cultivation, recognition, and relationship-building as related to grant funding.
- Develop authentic relationships with Program staff to ensure grant deliverables are attainable and reimbursements are submitted
- Work with Finance to reconcile institutional revenue
- Draft correspondence for various senior staff as needed, in the interest of furthering donor relationships and outreach.
- Additional Development & Communications team support
- As needed, this position will support the Development team in database management, marketing/public relations, and special event efforts.
- Together with the Development team, act as a liaison to philanthropic communities in Boulder County and metro-Denver by attending local funding forums, coordinating meetings and site visits with grant funding agencies, and attending public grant hearings and receptions.

## **QUALIFICATIONS**

### **Education**

- College degree and/or equivalent work experience in education, business, English, publishing, human services, or communications is required.

### **Experience**

- Minimum of three-five years of prior grant writing experience required.
- Experience with a variety of institutional funders, including government grants, preferred.
- Experience creating grant budgets, and projections for the organization's annual budget is required.
- Experience managing grants and working collaboratively with other departments to ensure deliverables are being met.

### **Knowledge, Skills and Abilities**

- Qualified candidates will have a deep commitment and passion for improving the opportunities available for economically-disadvantaged children to succeed academically and personally, with a commitment to equity and inclusivity.
- Candidate must possess highly-developed oral and written communication skills.
- Must have exceptional attention to detail, be able to read, comprehend, and follow instructions and be able to effectively present and articulate information to funders, board, and staff of the organization.
- Individual must demonstrate exceptional project management and organizational skills, and computer competency, including knowledge of database software (Salesforce or similar CRM a huge plus), Excel, and G-Suite.
- Applicants should be able to thrive in a fast-paced environment, handle multiple tasks, work on projects independently and with a team, and meet tight deadlines.
- Have a strong passion for the work and vision of “I Have A Dream,” and in upholding IHDF’s internal values.

## **PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB**

- Need to be able to work at a computer for long periods of time.
- Some evenings, weekends and conference travel required. Ability to travel to and from meetings and appointments in locations and times when public transportation is unavailable.
- Ability to lift and carry 25 lbs.

## **FLSA Status: Exempt**

## **COMPENSATION**

- Salary Range \$58,000 - \$75,000, depending on qualifications
- Vacation and Sick Leave
- Floating Holidays and paid Company shut down for Fall and Winter Break
- Paid Holidays
- Medical, Dental, and Vision Insurance
- Life Insurance, Short-Term and Long-Term Disability Insurance
- Dependent Care FSA
- 403b retirement plan (employer contributes 4% of annual salary after first year)

Submit email a cover letter, resume, [diversity statement](#) and any supporting documents to to [careers@ihaveadreamboulder.org](mailto:careers@ihaveadreamboulder.org) with “Grants manager” in the subject line.

*IHDF is an Equal Opportunity Employer, committed to diversity and inclusion*