



Job Description

Title

Grants Manager

Qualifications

Bachelor's degree (Master's preferred) in English, journalism, communications, marketing or other relevant area of study; three to five years of grant writing experience with proven track record of grant success; exceptional written, oral and interpersonal communications skills; excellent organizational skills and attention to detail; ability to effectively manage multiple and concurrent projects; demonstrated proficiency with Microsoft Office and database software; passionate, high-energy with a sense of humor and commitment to teamwork.

Description

The Grants Manager leads the research, relationship cultivation, production coordination, writing, delivery, and follow-along/up for all grants. The Grants Manager is also the project leader for starting, sustaining, and growing our government grants (federal, state, and municipal) as well as a key contributor to the organization's strategic Development and Marketing Plan.

The Grants Manager is a full-time, exempt position with a flexible schedule requiring occasional evening and weekend hours.

Responsibilities

- With the Director, Development and Marketing, create and implement an annual grants budget with specified dollar goals and timelines.
- Manage the identification and renewal process on new and existing federal, state, and local grants.
- Create and manage relationships with those who oversee and manage private foundation and corporate grants. Research, write and submit private foundation and corporate grants. Conduct necessary follow-along/up, tracking, and reporting activities.
- Serves as backup to the Chief Finance and Business Officer for government/private foundation billing.
- Lead quarterly inter-departmental meetings designed to identify needs, proposal direction and content, expected outcomes, and potential funding sources.
- Provide monthly details about grant acquisition progress for the Development and Marketing Report.
- Initiate and coordinate off-site and on-site visits and tours for foundation and corporate donors.
- Manage Neighborhood Assistance Program (NAP) and Youth Opportunity Program (YOP) credit distribution.
- Work with donor and client databases for grant trending and outcomes reporting.

- Oversee and help maintain all foundation and corporate database records.
- Perform other duties as necessary.

Accountability

Accountable to the Director, Development and Marketing for carrying out assigned responsibilities and for following agency policies and procedures.

Safe Connections is a not-for-profit organization that works to reduce the impact and incidence of relationship violence and sexual assault through education, crisis intervention, counseling, and support services. Safe Connections is an equal opportunity employer and seeks diversity in its community. Employment decisions are based on merit and organizational needs, not on race, color, citizenship status, national origin, ancestry, gender, gender orientation, gender identity, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.

Excellent benefits to include Medical, Dental, Vision, Paid Time Off/Vacation/Holidays, Flexible and Hybrid Work Schedule

To Apply

Submit cover letter, resume, salary requirements and contact information for at least three professional references to Robin Anderson, 2165 Hampton Ave., St. Louis, MO 63139 or Robin@safeconnections.org.