



Job Title: Grant Manager
Department: Development
Reports To: Development Director
FLSA Status: Exempt

Job Summary

Qualified candidates should possess excellent writing and computer skills (Microsoft Office Word, Access, Powerpoint and Excel), and database management skills. The candidate must be highly organized with the ability to implement systems and follow-up processes, able to effectively work under pressure, use independent judgement and produce a quality work product within tight time constraints. Previous experience will demonstrate a proven track record in securing new funding opportunities; comprehensive knowledge of research, and the ability to distinguish and identify funding opportunities for special programs. Primary responsibilities include preparation of proposals and grant applications, and performance of responsible professional and administrative work in researching, identifying, developing and responding to public and private grant opportunities.

Essential Duties and Responsibilities (include but not limited to):

- Generates proposals and supporting documents in response to solicitations
- Generates revenues for NBCF programs and services through timely submission of well-researched well written and well-documented grant/fund-raising proposals
- If required, supervise other consultants hired by NBCF for specific writing purposes
- Maintains and implements funding calendar activities, including cultivation activities
- Writes reports to government, corporate, foundation and other funders
- Acts as liaison with program staff
- Identifies funding opportunities and new program areas to match NBCF priorities, using research tools
- Serves as a liaison to all funding agencies or organizations
- Engages with program officers at organizations to solicit invitations to submit proposals
- Prepares and provides reports and information as needed
- Other duties as assigned



Qualifications

A. Education and/or Experience

- Bachelor's degree in a relevant course of study; graduate degree a plus, but not required.
- Demonstrated experience in grant writing and contract administration.
- Demonstrated experience in donor development activities resulting in meeting goals and/or significant targets
- Proficiency with Microsoft Office including Word, Excel, PowerPoint, Outlook, social media, and donor database (SalesForce, DonorPerfect, or something similar)
- Ability to project a high level of professionalism while networking in the public arena. Ability to speak passionately and with conviction about NBCF, its mission and its importance in the community
- Demonstrate ability to handle sensitive information

B. Certificates, Licenses, Registrations

- Valid Driver's License Required

C. Language

- Excellent, effective English language abilities, both oral and written. Spanish a plus!

D. Reasoning Ability

- Ability to work independently and prioritize work while managing multiple deadlines.
- Demonstrably strong analytical skills, as well as problem-solving and conflict management capabilities.

E. Physical Demands

- Sufficient coordination to successfully operate a computer
- Ability to work a flexible schedule including nights and weekends
- Ability to give and receive information by telephone and in person
- Ability to sit upright for extended periods of time
- Must have personal transportation and ability to drive, possess a valid driver's license, maintain personal auto insurance and meet NBCF's insurance company's requirements for coverage
- Other demands as determined by NBCF

Signature _____ Date _____