

JOB DESCRIPTION

POSITION TITLE: **Grants Manager**

AGENCY: Founded in 1947, Peninsula Volunteers, Inc is a community-based, non-profit organization that develops and administers programs and services for the aging population of the mid-peninsula region, providing over 1,000 hot meals every week to the homebound through Meals on Wheels, and touching over 4500 households through our programs at Little House, The Roslyn G. Morris Activity Center and Rosener House Adult Day Services. With a budget of \$4M, PVI has led the nation in developing programs to support the welfare of the older adult members of our community. It is supported by private philanthropy, public grants and fees.

General Position Description: The Grants Administrator is responsible for managing PVI's grant research, application, tracking, and reporting processes. This includes: leading all grant reporting and monitoring, data collection, and analysis regarding each grants' terms, and analyzing and internally reporting trends. This position has primary responsibility for researching, writing and responding to public and private grant opportunities. This position will collaborate and assist with PVI's fundraising and development program, including identifying and reframing PVI achievements and branding and promotional purposes.

This position requires excellent writing, organizational, analytical, research, communication, monitoring skills, and creativity. This position reports to and collaborates with senior administrative and programmatic staff for various grant reporting.

ACCOUNTABILITY: Reports to the Director of Development.

DUTIES and RESPONSIBILITIES:

- Responsible for managing and coordinating all aspects of grant reporting including communicating with other staff to timely create and submit grant reports.
- Prepares, writes, and reviews grant applications, reports and other submissions, ensuring that the documents best present PVI's programs and accomplishments and are submitted timely, professionally, and accurately in accordance with grantor requirements.
- Develops and maintains system(s) for effectively and efficiently managing compliance with grant terms, grant application processes and end of year grant reporting, including managing timelines and calendars.
- Collaborates and regularly communicates with PVI program and administrative staff regarding grant terms and conditions, data and performance trends.
- Prepares monthly reports on grant funding and pipeline opportunities.
- Researches public and private grant-making agencies and foundations to identify potential funding sources that are consistent with the mission and scope of work of PVI.
- Maintains effective working relationships with key collaborators and funders.
- Coordinates grantor programmatic audits and prepares materials required for grantor visits.
- Works with Development staff to identify strategies and develop written materials to effectively convey the scope and impact of PVI's work to the public.
- Identifies, accumulates, edits and shares stories of PVI's advocacy work for media, organizational development, and fundraising.



- Designs and generates creative solutions and works on projects as assigned.
- Supports other fundraising projects as needed.
- Travel and occasional evening and weekend work required on an as needed basis.
- Manage, track and report grant status and statistics in PVI newsletter, CEO Report and other Committee reports as needed.
- Attend staff and board meetings as requested
- Work collaboratively with the Board of Directors, CEO, staff, and volunteers
- Other duties as assigned.

REQUIREMENTS:

- Three to five years progressively responsible experience in managing grant applications, reports and grant writing in a non-profit organization.
- Bachelor's degree in relevant field (e.g. Business Administration, Social Services, Public Policy or Law), or other degree with equivalent life/work experience.
- Demonstrated grant writing skills, experience and ability to work effectively with a variety of organizations and individuals with diverse perspectives, including persons with disabilities, advocacy groups, and the public.
- Demonstrated experience and interpersonal skills in project planning and project management; including working with various divisions, programs and individuals, team building, and conflict resolution.
- Demonstrated effective oral and written communication.
- Demonstrated ability to analyze complex problems and develop creative solutions.
- Advanced knowledge of Windows based computer applications including Microsoft Word, Microsoft Excel, Microsoft Outlook, and Internet access.
- Highly motivated and able to work independently.
- Self-confident and adaptable and able to work collaboratively with a variety of volunteer leaders.
- Knowledge of Raiser's Edge, Salesforce or other fundraising software a plus.
- California Dept. of Justice and Social Services criminal record clearance required prior to employment.
- Proficiency in MS Office applications including Word, Excel, and PowerPoint.

PHYSICAL REQUIREMENTS:

- Extensive use of keyboard and viewing computer monitor
- Prolonged periods of sitting
- Ability to travel to various locations for meetings, outreach, etc.
- Ability to twist, bend, reach, carry, lift
- Ability to occasionally lift and move up to 15 pounds.

ENVIRONMENTAL: Office environment with some travel off-site

HOURS: Salaried, exempt position. 35 hour work week minimum.
Full-time position plus benefits; Flex-time is available

Job descriptions subject to change at any time.
April 2016