

THE WILLOW DOMESTIC VIOLENCE CENTER

“Restoring the Health and Safety of Victims of Family and Domestic Violence”

Grants Manager

POSITION RESPONSIBILITIES

The Grant Manager is responsible for overseeing the development and management of a pipeline of current and prospective grant funders that align with the Willow Domestic Violence Center’s strategic priorities. Through planned research, identification, development, compliance, and reporting activities, the Grant Manager will write grants, submit proposals, and manage the awards. They manage the grant application process, ensure compliance with grant requirements, and monitor grant-funded programs. The successful candidate will have strong organizational skills, attention to detail, and the ability to work independently and as part of a team.

The role also requires flexibility and adaptability, including taking on other duties to support the organization's objectives.

Our team works closely with volunteers, interns, and management staff to create a positive culture and strong community presence.

FLSA CLASSIFICATION: Full-time, Non-exempt (Hourly, eligible for overtime)

Reports to the Executive Director

ESSENTIAL FUNCTIONS:

45% Compliance and Regulation Management:

- Implement organization-wide processes and procedures to ensure compliance with state and federal rules and regulations for managing state, local, and federal funds and various private grant sources as appropriate.
- Ensure compliance with IRS regulations and collaborates with Executive Director and Board Treasurer.
- Conduct due diligence of grantees, including reviewing all applications for red flags around legal requirements, such as lobbying activities (which must be funded from program services).
- Review grant entries in database with Program Directors to ensure completeness and accuracy of information.
- Collaborate with Program Team on grant recommendation review from a grants administration legal compliance perspective.
- Assist the Executive Director in preparing presentations and reports for staff, donors, and the Board of Directors.
- Solicit and receive grant reports, log reports in system, and link to appropriate database.
- Schedule payments, including grant awards and installments.
- Schedule wire transfers within online banking system and communicate payment information and verification to grantors.
- Work with Willow staff to ensure they are informed of grant requirements and help advise on any necessary changes through communication with funders.
- Oversee all practices critical to grants management and compliance including tracking and measurement of requirements, program alignment with grant outcomes, etc.
- Responsible for preparing and maintaining materials necessary for all grant related annual audit requirements.

45% Grant Management and Assistance:

- Analyze grant-funding trends to identify growing programs, opportunities for increased funding, and areas in need of greater development.

- Conduct internal education to help Willow staff in identifying projects eligible for or requiring grant funding, how grant funding fits within organizational budget, and how to develop project and program work plans that are grant ready.
- Develop and oversee standard terms and conditions for grant award letters, agreements, and contracts.
- Conduct ongoing grants administration and research, including analyses of grant reports and trends.
- Coordinate with the Executive Director on mapping out timing of grant application and review process.
- Develop proposed budget in regards to grants and re-budget based on grantor feedback.
- Provide reports on grants as requested by grantors, the Executive Director or the Board of Directors.
- Retain, strategize growth and manage a growing government grants portfolio in collaboration with key stakeholders to increase revenue.
- Organize and facilitate strategy meetings with management team members to gather essential information and formulate effective proposal approaches.
- Research and identify grant-funding opportunities that align with our organizational needs, with high probability of funding.
- Develop and implement administrative procedures, tools, and controls to track all grant activities and timelines.
- Maintain centralized reports of grant activity (grant applied for, grants awarded, grants closed, etc.).
- Program evaluation and auditing, as well as financial reporting, analysis and tracking of grant funds.

10% Teamwork and Communication:

- **Internal:** As an integral part of our team, you will maintain close, daily contact with Willow staff and your supervisor. This continuous communication ensures the seamless exchange of information, facilitates discussions on pertinent issues, clarifies guidelines and instructions, provides instruction and guidance, and offers counseling when necessary.
- **External:** Externally, you will maintain regular contact with the program directors for all of our grantors and other stakeholders to foster collaborative relationships and assist in resolving any issues that arise.
- **Relationship Skills:** Conflict Management, Meeting Skills, Negotiating, Networking, Relationship Building, Teamwork

QUALIFICATIONS, SKILLS and ABILITIES:

- Minimum of 2 years grant management, uniform guidance, internal controls, or commensurate experience preferred.
- Proven record of receiving grants from funders of a minimum \$5,000, including multi-year gifts.
- Experience administrating grants as a recipient or administrator in the public, private, or non-profit sector.
- Excellent written and verbal communication skills.
- Must be proficient in using technology, including Microsoft Office, Google Suite, Zoom and other online platforms. Expert knowledge of Excel and some knowledge of QuickBooks preferred.
- Ability to be self-directed and motivated, and be an independent problem solver.
- Ability to manage and organize multiple tasks simultaneously.
- Knowledge of state and federal grant regulations.
- Ability to independently organize and complete work, prioritize projects, and manage various duties in a fast-paced, flexible work environment.
- Background in working on self-started projects to achieve specific goals.
- Knowledge of and sensitivity to domestic violence and human trafficking trends preferred.
- Ability to work with community partners, staff, and volunteers professionally.
- Experience working with diverse people and groups.
- Strong organizational, analytical, and problem-solving skills; ability to handle multiple priorities.

- Experience maintaining personal/professional boundaries and managing stress constructively.
- Manage and resolve conflict between stakeholders.
- Express commitment to the empowerment of survivors and children.
- Possess valid Kansas driver’s license, access to reliable transportation, & proof of current liability insurance.

PHYSICAL DEMANDS:

- Convey detailed and/or important instructions or ideas accurately, audibly, and quickly.
- Hear average or normal conversations and receive ordinary information.
- Manual dexterity and able to use wrists, hands and/or fingers in repetitive motion.
- Prepare and/or inspect documents and communications on computer or on paper.
- Sitting for extended periods of time.
- Bending, lifting, and carrying up to 40 pounds (donations/commodities).
- Lifting from floor or from inside car, inside truck, or from trunk.
- Moving up and down stairs in shelter facility.

The job description does not state or imply that these are the only activities to be performed by the employee holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. An individual seeking an accommodation should contact the Executive Director. However, no accommodations will be made that may pose serious health or safety risks to the employee or others or that impose undue hardships on the organization.

Wages are determined by the scope of the position and the experience of the incumbent. Information on wages and any available benefits (such as vacation, paid sick leave, holiday pay, health insurance, etc.) attributed to this position will be discussed separately.

Job descriptions are not intended to be and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law. As stated in The Willow’s Personnel Policies–“All newly hired staff will be on probationary status during first 90 days of employment or until the initial evaluation is completed and permanent status is recommended.”

I, Grants Manager, am responsible for actively working toward and documenting all grant objectives associated with this position. Many of those responsibilities are outlined in the above “Essential Functions,” but I understand that my supervisor will review the specific grant goals tied to this position’s funding, as well as the position’s specific Outcomes and Expectations (individual documents) as a part of on-going employment process.

Employee (Print Name)

Employee Signature

Date

Supervisor (Print Name)

Supervisor Signature

Date