



Job Title:	Grants Manager
Department:	Development
Reports To:	Managing Director, Development
Updated:	August 5, 2011
Supervisory Responsibilities:	None
Budget Responsibilities:	None
Classifications:	Exempt

Summary

The Grants Manager researches, writes and submits grant proposals and letters of intent to individual, foundation and corporate prospects, as well as targeted government agencies to secure funding for the research, education and community outreach programs of Prevent Cancer Foundation.

Scope

The Grants Manager reports to the Managing Director of Development, works closely with development and program staff, finance, and the CEO. This position maintains regular contact with outside organizations and individuals.

Primary Responsibilities

1. Develop a comprehensive understanding of the Foundation's research, educational and community outreach programs to effectively communicate the Foundation's mission and funding needs.
2. Manage the identification, research, cultivation, solicitation, recognition and stewardship of grant funders in the health care field in support of programs and special events.
3. Conduct prospect research to identify a sufficient number and quality of prospects, prepare donor profiles, target appropriate ask amounts, prioritize and evaluate prospects.
4. Draft and edit letters of intent, grant proposals, on-line grant submissions, acknowledgments, reports and necessary supporting documents for complex proposals to prospective and current funders. Work closely with the CEO in drafting proposals and other correspondence for her signature.
5. Ensure outgoing correspondence has been carefully reviewed and edited for typographical and grammatical accuracy, and factual correctness.
6. Work with programs and finance to gather information necessary for proposals and grant reporting.
7. Comply with all grant reporting and deadlines as required by funders.
8. Manage existing grants by maintaining internal reporting systems, writing reports, maintaining excellent historical records, working with staff to ensure each project or program is meeting proposal conditions and expectations.

9. Maintain up-to-date records and paper files, and manage proposals using the Prospect Tab in Raiser's Edge for grant tracking and reporting.
10. Develop, foster, support /manage relationships with institutional funders, to include identifying personal connections with staff, board members, and volunteers to properly steward institutional funders.
11. Represents the foundation to outside groups at speaking engagements.
12. Assist with other fundraising projects as requested

Education and Experience

1. Bachelor's or Master's Degree
2. Minimum of 3-5 years related experience research and grant writing.
3. Strong written communication skills, proposal writing and research.
4. Strong editing skills.
5. Attention to detail.
6. Ability to meet deadlines.
7. Knowledge of basic fundraising techniques and strategies.
8. Knowledge and familiarity with research techniques for fundraising prospect research.

Qualifications:

1. Strong organizational and analytical skills.
2. Excellent written and oral communication and interpersonal skills.
3. Ability to exercise sound judgment and decision making skills.
4. Proficiency in Microsoft Office (primarily Microsoft Word & Excel). Familiarity with Blackbaud's Raiser's Edge a plus.
5. Able to work well in a team environment, handle multiple assignments and meet deadlines.
6. Able to monitor and meet income goals.