



Donor Development Grant Manager

Position Purpose:

This position is responsible for planning and implementing Hill Country Daily Bread's grant program from application to approval for both the Capital Campaign and the Operating Fund. The Grant Manager conducts the research, writes the grants, carries out the compliance requirements, and prepares the required reports. The Grant Manager also serves as a part of the overall development team and helps wherever there is a need for support throughout the year.

A critical part of the job is to identify potential grant support from foundations and corporations to meet the financial and operational needs of the organization and to nurture relationships with granting organizations. The role requires a methodical and analytical approach with clear and persuasive written and verbal communication skills.

Key Result Areas:

1. Manage the grants program for the organization including being responsible for raising between \$500,000 and \$1,000,000 in operational funding (specifically from grants) and supporting the efforts to raise the remaining \$2,000,000 on the capital campaign
2. Data coordination and analytics for the ministry to support the grant program and further all fundraising efforts
3. Be a collaborative part of the development department for all needs and events throughout the year including but not limited to Vision Dinner
4. Develop, maintain and own the calendar for submittals and reporting
5. Identify and develop strategies to optimize the grants process with internal and external stakeholders including the creation and fulfillment of checklists and proactive communication
6. Perform research to identify available grant opportunities and evaluate compliance
7. Build and maintain relationships with the appropriate points of contact at each foundation, maintain effective and proactive communication with them and ensure a clear understanding of the foundation(s) goals and interests so that grants can be written effectively.
8. Directly involved in grant writing and researching required outcome statistics and client stories
9. Research funding opportunities with a proven track record
10. Ensure grants, attachments and reports are submitted in a timely manner
11. Identify grant requirements as outlined in award letter and oversee that grants are implemented according to grantors direction
12. Keep relevant staff informed about upcoming deadlines and deliverables
13. Have knowledge of financial/budget requirements for each grant
14. Provide detailed reports to the funders and the board of directors with respect to grant progress
15. Monitor paperwork and other related documents connected with grant-funded programs
16. Provide training to new staff on grant management and reporting requirements
17. Work with departments to ensure grant funds are spent on time.
18. Promptly thank granting organizations.
19. Proactively call and develop relationships with grant managers from funding sources.

Essential Skills and Abilities

1. Excellent project management skills with experience in managing and supervising administrative projects
2. Excellent relationship and development skills, existing foundation relationships preferred
3. Strong command over written and verbal communication
4. Ability to work within a team and provide support to staff
5. Education Required: Bachelor's degree or equivalent.
6. Two to five years of experience in a professional writing role, preferably in a nonprofit environment.
7. Working knowledge of all Microsoft products
8. Database Management and Reporting
9. Knowledge of Donor Perfect, Greater Giving and/or Basecamp preferred or an ability to pick it up quickly

Key Competencies (Internal)

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| 1) Dealing with Ambiguity | 6) Integrity and Trust |
| 2) Comfort with Higher Management | 7) Peer Relationships |
| 3) Composure | 8) Written Communication |
| 4) Functional / Technical Skill | 9) Presentation Skills |
| 5) Time Management | 10) Technical Learning |

Interested candidates should email their resume to: information@hillcountrydailybread.org