
URBAN**PROMISE** MINISTRIES JOB DESCRIPTION

Position: Grants Officer

Department: Development

Reports to: Director of Development

Salary: \$20-\$25/hr|15 hours per week

Position Summary:

The Grants Officer supports the Director of Development in securing grants and ensuring that grant objectives are fulfilled and reported on in accordance with the funder's guidelines. The Grants Officer identify grant opportunities (primarily private family and corporation foundations, public as applicable), coordinate with managers to assess the fit of prospective grants and prepare grant proposals and reports (in coordination with managers, leadership, accounting, and any outside partners). Upon award, the Grants Officer ensures that all appropriate parties are notified of the gift, grant agreement, grant budget, and any other relevant components. The Grants Officer works in coordination with program staff to ensure that applications/reports accurately reflect the work being done and that all deliverables are complete on time. The Grants Officer supports communication and engagement opportunities with grantors. The Grants Officer is responsible for monitoring key due dates.

Essential Job Functions:

1. Maintain a portfolio of grants as assigned by the Director of Development.
 - a. Lead proposal development (for existing and new grant opportunities) as directed by the Director of Development and in coordination with program managers and staff. Create a timeline for proposal development and submission, draft proposals, asking team members for content, data, budgets, etc.
 - b. Review award letters/grant agreements. Ensure that all internal staff (e.g., leadership, program staff, accounting) are aware of relevant information. Track all deadlines, monitor communications about the grant, and ensure compliance with the grant agreement. Prepare amendment requests/notifications of changes as needed.
 - c. Lead report development in accordance with the funder's requirements. Coordinate with team members to collect relevant data, narrative, and financial reports.
 - d. Support and develop relationships with foundations, building existing relationships and seeking opportunities to develop relationships with prospective partners. Ensure that foundations are engaged through communications, individual relationships, events, etc. in accordance with the foundations' interests.
 2. Supports administrative work associated with grants including but not limited to programmatic database support, (ensuring that programmatic data is collected and providing support to staff), updating organizational and local data/statistics, managing grant agreements, drafting press releases, and supporting donor communications.
 3. Identify new grant opportunities using available resources including the Foundation Directory Online, listservs, and internet searches. Support the Director of Development in the review and assessment of all opportunities identified by leadership or other team members. Assess fit of viable grant opportunities with managers and key staff.
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Essential Job Requirements:

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EDUCATION Bachelor's degree required

EXPERIENCE Experience using administrative and writing skills in a professional setting. Prefer 3+ years' experience in non-profit fundraising and experience with grants.

REQUIRED SKILLS

- Highly detailed oriented with strong organizational skills, excels in managing and meeting deadlines.
- Strong writing and editing skills; communicates key ideas and facts succinctly and clearly.
- Problem-solving and analytical skills; ability to work effectively in a collaborative environment as well as independently.
- Is able to work well with the Director of Development (who works remotely)
- Able to perform under minimum supervision within the scope of normal duties and responsibilities, difficult or unique situations to the supervisor.
- Sensitivity and respect for confidential information
- Ability to work well and support relationships with all different areas of the organization, using tact, patience and courtesy.
- Excellent computer skills including Microsoft Office, Excel and database programs; must be comfortable navigating a variety of web-based grant portals and programmatic database.

PREFERRED SKILLS

- Experience with DonorPerfect, Foundation Center, and/or programmatic database is a plus
- Experience researching, writing, and/or implementing grants

PHYSICAL REQUIREMENTS

****Equal Opportunity Statement**

UrbanPromise values diversity, inclusion, and equity as matters of fairness and effectiveness. We are committed to hiring and retaining a staff that reflects the diversity of the communities we serve, fostering an inclusive working environment where staff of all backgrounds feel welcomed and engaged in the UrbanPromise mission and to promote racial and social equity in our work.

UrbanPromise is an Equal Opportunity Employer. All applicants who believe they meet the stated qualifications are encouraged to apply. Applications should be submitted to UrbanPromise Ministries, Chief People Officer at pfoxx@urbanpromiseusa.org