



HISPANIC UNITY OF FLORIDA JOB DESCRIPTION

Job Title: Grants Manager
Reports To: Senior Vice President of Strategy and Programs (SVP)
Classifications: Managerial - Exempt
Salary Range: \$4,750 – \$5,500 per month
Date Prepared: April 9th, 2016
Last update: January 2018

NOTE: Spanish is NOT required

SUMMARY:

The Grants Manager is a full-time position with responsibilities including research, grant writing, grants processing and participating in setting strategy to achieve goals. The primary purpose of this position is to create compelling Foundation and Government grant proposals for existing and potential funders. This position requires a person who has outstanding writing skills, self-motivation, resourcefulness, and attention to detail. It also requires a person who can develop relationships with potential and existing funders to facilitate giving and partnerships. HUF's Grants Manager reports to the SVP and works closely with all departments (Programs, Finance, Development and Marketing).

SPECIFIC AREAS OF RESPONSIBILITY INCLUDE:

Grant Proposals

- Does prospect research to identify grant/funding opportunities for existing and emerging programs.
- Analyze, manage and coordinate RFPs, RFAs and all other grant opportunities.
- Write, complete, and submit letters of intent, applications, and full grant proposals, including budgets.
 - Respond to proposal questions and make necessary proposal revisions based on funder feedback, in coordination with Program, Finance and Development staff.
 - Review and edit proposal content, ensuring all narrative, numeric and graphic information is accurate and consistent.
 - Coordinate timelines, manage deadlines, and track proposal elements to ensure high-quality, timely proposal submissions.
 - Collaborate with Program and Finance Staff to support program development and the production of grant proposals & budgets.
- Oversee the grant writing work of external consultants, as needed.
- Monitor funding trends.

Information Management

- Develop and maintain the annual grants calendar.
 - Maintain foundation and government grants calendar tracking all application deadlines and due dates.
 - Track all grant proposals and update on a weekly basis HUF's grant grid.

- Research relevant statistics, data and sector information as needed.
 - Conduct and present research on community needs, for use in need statements.
- Create and manage specific background information and program overviews to help tell the HUF story and impact with prospective/existing funders.
- Work closely with the Marketing and Communications team to ensure all documents are consistent with HUF’s core messaging and the organizational marketing/communications strategy.

Other Support

- Edit and research related materials as needed.
- Other duties as assigned.

QUALIFICATIONS AND SKILLS

- Bachelor’s degree required
- Three to five years of relevant professional experience preferably in grant-writing and persuasive communications with a nonprofit or foundation.
- Demonstrated writing, communication, and organizational skills.
- Exceptional ability to collaborate, communicate, and execute across functions and all levels of employees and stakeholders.
- Strong project management skills.
- Ability to thrive in an entrepreneurial and fast-paced environment.
- Excellent communication, persuasive writing and editing skills.
- Talent for translating complex topics into clear, concise, and compelling content. Ability to effectively and efficiently perform multiple tasks and balance competing priorities.
- Demonstrated flexibility and comfort operating under tight deadlines.
- Ability to prioritize work, meet deadlines and produce quality results on time with attention to detail.
- Self-starter who can initiate, implement and complete projects.
- Strong knowledge of MS Word, Excel, Adobe software and Internet Research.

ADA Compliance

Physical Ability: Tasks involve the ability exert a small amount of physical effort in sedentary to light work involving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

Sensory Requirements: Tasks require visual and auditory perception and discrimination as well as oral communications ability. Environmental Factors: Tasks may regularly be performed with some exposure to adverse environmental conditions.

Hispanic Unity of Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Signature

Date