



Job Description

Job Title: Grants Manager	FLSA Status: Non-Exempt
Reports to: Director of Development and Communications	Work Schedule: Full Time
Approved by: Allison Parker, Director	Date Approved: April 2024
Reviewed by: Jennifer Boren, Director of Operations and Finance	Date Reviewed: April 2024

JOB PURPOSE: To coordinate all grant applications and reports, manage the donor database and contributions by accurately documenting and tracking donations received for babies and toddlers in crisis.

SUMMARY

The Grants Manager, working under the general direction of the Director of Development and Communications, is responsible for writing and submitting all grant requests and managing the agency's grants calendar. The Grants Manager is also responsible for entering all contributions received, tracking donor information, and maintaining the donor database. The Grants Manager works closely with the Director of Development and Communications to ensure grants, donor cultivation and solicitation activities are tracked and reported correctly.

The Grants Manager is expected to serve as ambassador at large for Infant Crisis Services and must demonstrate professional excellence and perform to Infant Crisis Services' standards of quality at all times.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintains the robust grants calendar for the organization, tracking due dates for letters of inquiry, applications, reports, and ensures all are submitted in a timely manner.
- Processes all donations and enters information into donor database.
- Maintains foundation, corporation, and individual donor files.
- Creates fundraising reports and other database reports as needed.
- Maintains and updates accurate donor database.
- Prepares donor reports for monthly board and committee meetings.
- Prepares mailing lists for direct mail program and tracks responses.
- Promptly acknowledges donor contributions and responds to donor questions.
- Conducts preliminary research on prospective corporate foundation and individual donors.
- Helps prepare registration materials and other duties as assigned for fundraising events.
- Supports the Director of Development and Communications and the department with grants, fundraising events, donor cultivation, and donor database.
- Maintains confidentiality with all Infant Crisis Services records and information.
- Assists with Infant Crisis Services clients on an as-needed basis.
- Other related duties may be directed by the Director of Development and Communications or designee.

SUPERVISORY RESPONSIBILITIES

None

EDUCATION AND/OR EXPERIENCE

- Minimum Bachelor's degree required. Degree in related field preferred.
- Two years' experience writing grants with a non-profit organization required. Proven track record of grant approvals preferred.

SKILLS AND ABILITIES REQUIRED

- Must have exceptional organizational skills.
- Must have outstanding communications skills including writing and editing.
- Must be comfortable with public speaking and delivering formal presentations.
- Must have the ability to excel in a diverse, collaborative team environment.
- Knowledge of telephone and business machine operations; skilled in the use of personal computers and related software.
- Must have a high level of interpersonal skills to handle sensitive and confidential Infant Crisis Services, client, donor, and employee information and situations.
- Must be able to multi-task and remain calm in hectic situations.
- Must possess the ability to understand various Infant Crisis Services operations and procedures.
- Must be able to maintain a professional, customer service-oriented attitude at all times.
- Ability to work and communicate with staff, clients and their families, donors, vendors, community agencies, etc. to meet their needs in a polite, courteous, and cooperative manner.
- Must display a high level of initiative, effort, and commitment towards completing assignments efficiently.
- Ability to work independently and demonstrate attention to detail.
- Must have the flexibility and willingness to work on occasional evenings and weekends where required.
- Must be able to handle challenging questions during speaking engagements.

COMPUTER EQUIPMENT AND SOFTWARE REQUIREMENTS

- Basic word processing skills in Microsoft Excel, Word and PowerPoint experience required. Demonstrated ability to build queries, and design and produce reports.
- Donor database software experience preferred.
- Experience in use of standard office equipment.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Oklahoma Driver's License
- Proof of auto insurance
- CPR (can be obtained through Infant Crisis Services-sponsored training)

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit and use hands to handle, or feel, such as keyboarding and writing. The employee frequently is required to reach with hands and arms and talk and hear. Must have visual acuity to read and draft reports, memos, letters, etc. Specific vision abilities required by this job include vision enabling the incumbent to perform the responsibilities and functions of the job efficiently. Must be able to speak and communicate clearly, such as in public speaking engagements.

WORK ENVIRONMENT

The employee will work in an office environment and in close quarters with other staff and clients. The noise level in the work environment varies from moderate to loud; hectic situations can occur characteristic to working with infants, toddlers and mothers in need.

The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Mission Statement:

*Infant Crisis Services provides life sustaining formula, food and diapers to babies and toddlers in time of crisis . . .
Because no baby should go hungry.*