

POSITION TITLE: GRANTS MANAGER

A. JOB REQUIREMENTS:

1. Must possess a Bachelor's degree or Master's degree in Public Administration, Nonprofit Management, Business Administration, or related field.
2. At least 5 years of relevant experience in grant writing, grant administration, contract management, fundraising, community/economic development, social services, and financial management.
3. Recent extensive and successful proposal writing experience, which includes researching government agencies, foundations, corporations, and other grantors.
4. Ability to interpret complex grant funding requirements, submissions, and budget projections; ability to interpret federal, state, and local government laws and regulations regarding grant administration; ability to review the work of others to ensure conformance to standards; ability to communicate effectively across a broad spectrum of staff, both orally and in writing required.
5. Display critical thinking and creativity with each grant; ability to vary writing style to meet the uniqueness of each grant and face challenges with resourcefulness.
6. Proficient use of Microsoft Office Suite and familiarity with database software.
7. Ability to manage competing demands and balance multiple project deadlines.

B. ORGANIZATIONAL RELATIONSHIP:

- Supervisor: Director of Development
- Supervisees: None

C. SCOPE OF DUTIES:

1. Develop, implement, conduct, and administer a comprehensive grant program to support all grant program related operations, including but not limited to: research and investigation of available grant monies, preparation of grant documents, grant writing, grant administration, and establishment of policies and procedures.
2. Ensure that program staff accomplish their approved program initiatives and that the Habilitation Center meets compliance, reporting requirements, and contract deliverables.
3. Provide leadership and direction for programs funded by federal, state, and private funds; oversee the financial administration of federal, state, and private grants.

D. JOB DUTIES:

1. Oversee the preparation and timely submission of grant letters, grant applications, grant reports, application amendments, and budget transfers.
2. Ensure compliance with the rules and regulations administered by the grantor; oversee special audits conducted by grantor.
3. Effectively establish and maintain professional relationships with members of the business, government, and nonprofit sectors to secure new revenue streams, solicit donations, schedule tours of the facility, and develop collaborative opportunities; professional contacts in the South Florida area a plus.
4. Establish and maintain funding calendar and a resource library of completed grants.
5. Ensure compliance with Medicaid Waiver/APD, Vocational Rehabilitation, Nonprofits First Accreditation, and other regulatory/funding agencies.
6. Assist with financial administration and reporting to include, but not limited to: preparation and timely submission of grant applications and reports, development and adjustment of associated budgets, coordination of budgeted funds, screening and processing requests for expenditures and ensuring the timely application for reimbursement from the state.
7. Assist in developing and evaluating the performance outcomes and fiscal administration of grant programs.
8. Participate in community meetings, external committees, task forces, provider meetings, and/or speaking engagements.
9. Monitor, input, review, and approve funding information and data in the respective systems (Client Track, SAMIS, REBA, etc.).
10. Distribute information regarding training, workshops, publications, and other resources available from granting agencies.
11. Communicate with all departments and other staff so that all activities related to grant data collection and reporting are smoothly implemented.
12. Oversee grant workflow processes related to data entry to ensure adequate internal controls and oversees quality control of data to ensure accurate and efficient reporting of grants and contracts data.
13. Familiarity with human/social services agencies a plus.
14. Share responsibility for opening and closing the facility as scheduled.
15. Perform other relevant duties as required and assigned.