

## **JOB DESCRIPTION**

**LEVEL:** V

**JOB TITLE:** Grants Development Manager

**PROGRAM AREA:** Development

**JOB OBJECTIVE:** To assist the Director of Development in developing a broad base of support (federal, state, foundation, and philanthropic) for the services provided by Oasis Center.

### **Research:**

#### ***Essential Functions:***

- Research and identify funders to support program/agency initiatives. Maintains a comprehensive grant writing schedule.
- Research current trends and data that supports youth, family and community needs.
- Solicit information from Senior Management about potential program specific funding streams as well as specific program funding needs.
- Participate in brainstorming activities and provide follow-up as it relates to funding streams.
- Work with appropriate Board members, staff and friends of Oasis to target and develop funding prospects interested in youth issues.
- Develop recommendations for proposals based on research and review with the Director of Development and/or Program Directors.
- Responsible for meeting budgeted goals for grant income.
- Researches new grant opportunities.

### **Writing / Reporting:**

#### ***Essential Functions:***

- Coordinate the writing and timely submission of new proposals and follow-up reports as required by funders.
- Coordinate with appropriate program director(s) to assist in proposal submissions (i.e. statistical information, best practices, trends in the field, etc.)
- Assure grants are submitted with all requested attachments and following the funding guidelines.
- Draft reports, letters, or other documents as requested by the Director of Development and COO.
- Prepare monthly grants reports.
- Maintains master files on grants.
- Monitors paperwork connected with grant-funded programs.
- Provides oversight for the grant reporting process to ensure contracted deliverables are met and properly reported to funders in a timely manner.
- Provides oversight for the funder relationship cultivation process.

### **Administration:**

#### ***Essential Functions:***

- Discusses program requirements and sources of funds available with administrative and program personnel prior to grant submissions and subsequent to grant awards.

- Supports program staff in selecting grant opportunities, and developing program goals and objectives, that are consistent with the agency's mission and with funder requirements.
- Outlines how funds are to be used and explains procedures necessary to obtain funding.
- Collaborates with the VP of Finance to ensure that all agency, funder and legal fiduciary requirements are observed.
- Ensures that grant and other contract-based funding adheres to ethical fundraising guidelines.
- Attend agency leadership and staff meetings as assigned.
- Work closely with Executive Leadership to develop fundraising goals and monitoring of progress.
- Contribute to agency-wide strategic planning as part of the senior management team.

**Minimal Requirements / Performance Standards:**

- Proven track record in development and obtainment of non-profit funding.
- Ability to apply skills of organizational management and strategic planning.
- Knowledge and ability to utilize office equipment and computer software.
- Exceptional oral and written communication skills.
- Ability to work cooperatively with diverse staff and community volunteers.
- Five years relevant experience.

**Educational Requirements:** BA degree

**Supervisor:** Director of Development

**I have read and agree to carry out the above job responsibilities:**

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**Signature**

**Date**

Revised 10/2010