



Development Grant Manager 2024 Job Description

Scope and Position Responsibilities:

In support of the Development Department, the Development Grant Manager will be responsible for the life cycle of grants including, researching, drafting, and submitting proposals to secure funding from foundations and corporations. The Grant Manager will manage the subsequent implementation and compliance of awarded grants. This role is crucial in helping our organization meet its financial goals and support our programs and initiatives. The ideal candidate will have a strong understanding of grant writing, exceptional research, writing, and organizational skills, a passion for our faith-based mission, and the ability to manage multiple projects and deadlines effectively.

Department: Development
Supervisor Title: VP of Development
Direct Reports: None
Indirect Reports: None

Specific Responsibilities:

- Collaborate with the VP of Development to research and identify new corporate, foundation, and private funding prospects aligned with CrossPurpose's priorities.
- Independently or in collaboration with third-party contractors, generate high-quality proposals, narratives, applications, and supporting documents in response to solicitations.
- Prepare, compile, and submit complete grant packages, ensuring all components meet the specific requirements and deadlines of each funding agency.
- Work closely with internal staff and funders to collect, analyze, and synthesize data for compelling grant proposals.
- Coordinate the submission process and follow up on the status of submitted proposals.
- Develop and maintain a master tracking system for all pending grants and contracts.
- Stay up-to-date on relevant statistics, trends, and information to enhance the quality and relevance of proposals.
- Manage awarded grants, tracking key deadlines, deliverables, compliance requirements, and reporting obligations to ensure successful implementation.

- Collaborate with other departments to ensure grant-funded programs are executed effectively and all commitments are fulfilled.
- Monitor and track grant activities, reports, and deadlines using Salesforce and Asana.
- Provide general support to the development department during high-volume periods or special initiatives.
- Perform other duties as assigned to support the organization's goals.

Qualifications:

- 2–5 years of proven experience in grant writing or related fields such as technical writing, journalism, or nonprofit communications.
- Demonstrated ability to tailor writing for diverse audiences, including foundations, corporate funders, individual donors, and general stakeholders.
- Strong organizational and project management skills, with the ability to manage multiple deadlines and competing priorities.
- Experience using CRM and project management tools, preferably Salesforce and Asana.
- Proficiency in Google Suite
- Exceptional attention to detail with the ability to develop and maintain efficient systems for tracking and follow-up.
- Willingness to work evenings and weekends as needed.
- Ability to work both independently and collaboratively within a dynamic, team-oriented environment.

Hours, Compensation, and Benefits:

Hours: 40+ hours/week: generally Monday - Friday 8:00 am - 5:00 pm, but evening and weekend meetings will be frequent

Starting Salary: \$62,000 - \$74,400 Annually (Manager II)

Vacation: 15 days per year, plus the office is closed Christmas Day - New Year's Day, and staff have limited duties

Sick Days: 6 days per year Insurance

Benefits: Health, dental, vision, workers compensation, unemployment, short-term disability, long-term disability

These and other benefits are discussed in more detail in our Employee Handbook.