

Emma Norton Services Job Description

Title: **Grants Manager**
Status: **exempt; full-time**
Location: **Saint Paul, Minnesota**
Supervisor: **Advancement Director**
Direct Reports: **none**
Compensation: **starts at \$45,000**

Organization

Emma Norton Services works with women, children, and families who are homeless and have the added challenges of mental illness, chemical dependency, or both. Emma Norton Services provides safe, permanent housing combined with programs and support services provide an environment where victory over homelessness, mental illness, and chemical dependency becomes a possibility.

Purpose

The grants manager is responsible for day to day management of grant fundraising activities. With the support of the advancement director and advancement team as well as other staff and partners, the grants manager manages a robust annual grant calendar and implements a strategy around achieving fundraising objectives through grant funding.

Responsibilities

1. Fundraising
 - Secures grant funding for all fundraising campaigns and activities including annual, capital, government contracts and special appeal
 - Identify, research, cultivate, pursue, and retain grant funders from all sectors including public/government, corporate, community and family foundation
 - In partnership with the advancement director, maintain strong relationships with current and potential institutional funders
 - Assists with strategies to secure funds through current and new resources
 - Manages grant applications and associated processes from beginning to end
 - Updates and manages grants calendar
 - Assists in the coordination and implementation of all events of Emma Norton Services, including annual events, donor cultivation events, and others
 - Assist as needed with the development, production and dissemination of support materials for fund raising activities

2. Function as a team member
 - Follows through with own job responsibilities and assignments
 - Engages in constructive problem solving and conflict resolution, assists other team members in doing the same
 - Provides information needed by other team members in a timely and effective manner
 - Offers assistance to team members as needed
 - Willing to give and receive feedback to and from team members
 - Takes direction from supervisor or manager, and accepts and implements team decisions as made

3. Other duties

- Participates in staff and team meetings
- Promotes community awareness of Emma Norton Services
- Participates in agency efforts to promote a mutually respecting, multicultural environment and participates in training opportunities related to economic, racial and cultural diversity as requested
- Complete and maintain up-to-date knowledge and expertise in areas related to job duties including the completion of HIPAA and Vulnerable Adult training within the first 7 days of hire
- Performs other duties as apparent or assigned

Requirements

1. A relevant course of study and a minimum of three years of related experience in grant management and writing
2. Ability to undergo and pass a background study as detailed in Minnesota Statute 144.057 and Chapter 245C
3. Experience and high level of proficiency using Microsoft Office and online grant submission systems
4. Able to interact with people in a manner which shows sensitivity, respect, and professionalism
5. Ability to communicate effectively orally and in writing
6. Able to exercise good judgement and problem solving in a variety of circumstances
7. Ability to work with a high level of accuracy and attention to detail
8. Able to maintain professional boundaries
9. Moderate physical effort, with intermittent lifting or carrying limited to no more than 50 pounds
10. Duties may require physical ability to climb stairs
11. Duties require extended use of a keyboard
12. Ability to work until own initiative in a fast-paced environment, where interruptions are frequent and the ability to multi-task and set priorities are necessary

Employee and Management Review

Employee Signature

Date

Human Resources Signature

Date