



Grants Manager

Organizational Profile

United Community Ministries (UCM) is a 501 (c) (3) non-profit organization dedicated to empowering neighbors in need in Alexandria, Virginia by providing human and social services to low-income individuals and families. Entering its 50th year, UCM seeks a full time Grants Manager with a track record of success in securing funding from private and corporate foundations, as well as government agencies, in order to scale our work to assist more community residents and to create paths for the organization's next plateau of service working for our neighbors in need.

Position Profile and Responsibilities

The Grants Manager is a key member of the Development and Communications team, and has the primary role of managing all aspects of UCM's grant proposals and reports. Key responsibilities include:

- Research, identify, define, and develop funding sources to support existing and planned program activities.
- Create and manage standardized templates related to proposal development, donor reporting, and other purposes (e.g., narrative, financials, presentations)
- Develop, write, and submit grant proposals to third-party entities (government, foundation and corporate sources).
- Coordinate with appropriate program leaders and team members toward an effective grant writing and reporting process.
- Collecting, analyze, and report data on the performance of program activities that are funded by third-party public and private sources.
- Work with finance team to gather information necessary to report to funders on current grant programs.
- Track statistics relevant to development and provide department with written materials necessary for donor stewardship.
- Maintain current records in database and in paper files, including grant tracking and reporting.
- Conduct grant research and maintain grant calendar.
- In collaboration with the Executive Director and Director of Development & Communications, steward relationships with funders

Keys/Predictors of Success

- Percentage of current funding renewals.
- Percentage of new funding requests.
- Timeliness in submitting grant proposals /reports.
- Effective organization of team/staff toward effective grant writing/management/ stewardship.

- Development of grant report and calendar system to include grant application status, grants submitted, stewardship, and upcoming opportunities; then subsequent reporting to relevant internal stakeholders (e.g., Executive Leadership, Development Committee, and Board of Directors).
- Organization of prospect/donor files (paper or electronic).

Job Scope

Position reports to:	Director of Development & Communication
Supervisory Accountability:	None
Organizational Accountability:	Development & Communications Department, UCM Program Managers and Directors, Funders, Partners
Client Accountability:	NA

Preferred Qualifications

- Level of Education – Minimum bachelor’s degree
- Level of Experience
 - At least 3 years experience in proposal/grant writing for federal and/or private sector fundraising solicitation.
 - Previous experience with non-profit fundraising.
 - Experience working in deadline-driven environments.
 - Able to work well in a team environment, handle multiple assignments and meet deadlines.
 - Able to monitor and meet income goals.
- Skills Required
 - Experience with proposal writing and institutional donors.
 - Knowledge of basic fundraising techniques and strategies.
 - Knowledge and familiarity with research techniques for fundraising prospect research.
 - Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals.
 - Strong editing skills.
 - Strong organizational and planning skills
 - Attention to detail.
 - Ability to meet deadlines.
 - Knowledge of fundraising information sources.
 - Strong contributor in team environment.

Travel

Travel to and from satellite UCM location and meeting sites with a 3-5-mile radius is expected. Mileage reimbursement is provided.

EEO Statement

UCM provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, UCM prohibits discrimination against any applicant or employee based on any legally recognized basis, including, but not limited to veteran status, uniformed service member, status, race, ethnicity, color, religion, gender, sexual orientation, age, national origin or ancestry, physical or mental disability or any other consideration protected by federal, state or local law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers.

Other Duties

Such other duties needed to help drive our Vision, fulfill our Mission and abide by our Organization's Values.

To Apply

Candidates for the position of Grants Manager should submit the following;

- Letter of Interest
- Resume
- Two samples of narratives or written statements that characterize your writing style.
- Salary requirements

Compensation is commensurate with experience and includes a competitive benefit package. Additional information about United Community Ministries is available at www.ucmagency.org