

Grant Manager - Secure Funding to Fuel Our Mission of Transformation

Are you a skilled grant writer with a passion for making a real difference? The Westminster Rescue Mission has an incredible opportunity for an experienced Grant Manager to join our team and help secure the funding needed to power our critical programs.

In this pivotal role, you'll work closely with our leadership and program teams to craft compelling grant proposals, build meaningful funder relationships, and ensure compliant, impactful reporting. Your exceptional writing skills, project management expertise, and commitment to our mission will be crucial as you:

- Manage the full grant lifecycle - from prospect research and proposal development to timely reporting and stewardship. Maintain airtight systems to keep us organized and on track.
- Collaborate cross-functionally to capture the powerful stories, data, and insights that will make our funding requests stand out. Help bring our transformative programs to life in every application.
- Stay ahead of best practices, regulations, and trends to position us as a leader in the nonprofit grant space. Continuously improve our processes and strengthen our funding pipeline.
- Build and nurture strong relationships with Grantmakers, demonstrating the tangible impact of their support and securing ongoing investment in our life-changing work.

If you have 5+ years in the non-profit sector with at least 2 of those years spent in a grant management role, superb communication abilities, and a true passion for empowering the vulnerable, we want to hear from you. This is an incredible opportunity to leverage your talents for good and make a lasting difference in our community.

Reports to – Chief of Staff

Salary – \$60k-\$65k

Westminster Rescue Mission Offers -

- Retirement Contribution: 2% employer contribution regardless of employee investment (**eligible within 30 days**) Merrill Lynch Simple IRA - **eligible immediately**
- Holidays: 9 per year - **eligible immediately**
- PTO: 15 days per year for all full-time employees (**30 hours or more**) with a carryover allowance of up to 5 days per year.
- Paid Sick & Safe Leave: 8 days per year for all full-time employees **eligible immediately** with a carryover allowance of up to 8 days per year.
- Health, Vision, Dental Insurance

Duties and Responsibilities of the Grant Manager:

1. Grants Management, Compliance, Record-keeping:

- Support the development of grant revenue goals, progress, and tracking.
- Maintain an organized system for tracking deadlines, reporting requirements, and funder-specific guidelines.
- Ensure compliance with grant guidelines and deadlines and submit completed proposals and reports, both programmatic and financial, in a timely manner.
- Ensure accurate and thorough record-keeping of all grant-related documents, including proposals, reports, and correspondence.
- Stay informed about relevant grant regulations, reporting guidelines, and best practices in grant writing and reporting and ensure Mission is aligned with best practices.
- Coordinate with finance staff to ensure timely and accurate invoicing and financial reporting.

2. Grant prospecting, preparation, and proposal development:

- Manage prospect research efforts to identify potential funding sources and grant opportunities aligned with the Westminster Rescue Mission's mission and programs.
- Develop funding proposals and strategies tailored to specific funding organizations or grant programs.
- Collaborate with colleagues to track and manage the proposal development process, ensuring timely submission.
- In cooperation with the MFP and AHC teams, develop compelling case statements and narratives that effectively communicate the Westminster Rescue Mission's programs, impact, and fundraising priorities.
- Research, write, and edit grant proposals to secure funding from foundations, corporations, and government entities.
- Collaborate with program managers and other stakeholders to gather relevant information, data, project details, stories, and compelling content for grant applications.

3. Funder reporting and stewardship:

- Prepare accurate and timely reports for grant funders, detailing the use of funds and the impact achieved, with support and input from MFP,AHC, and Executive Office team staff.
- Collaborate with program, finance and administrative staff to gather necessary data and ensure compliance with reporting requirements.
- Maintain ongoing communication with grant funders to provide updates, respond to inquiries, and strengthen relationships.

4. Collaboration and teamwork:

- Collaborate closely with MFP and AHC program staff, finance staff, and engagement team to gather information and align messaging for grant proposals, case statements, and reporting.
- Manage the maintenance of a library of standardized content for proposals, case statements, and reports.
- Participate in meetings, strategy sessions, and cross-functional initiatives to support the Westminster Rescue Mission's overall efforts.
- Provide support for other organization-wide activities (e.g., events, community outreach, etc.)
- Assist program staff as needed (e.g., for food and recovery program initiatives).
- Provide operational assistance including back-up support for the Administrative Assistant and front office (e.g., answering and directing phone calls, greeting visitors and volunteers).
- Provide back-up support for the Chief of Staff and CEO, as requested.
- Other duties as assigned.

Qualifications:

- Bachelor's degree in communications, nonprofit management, or a related field.
- Five years nonprofit experience, including two years' experience in grant writing, case statement development, and donor reporting within a nonprofit or similar setting.
- Excellent organizational and project management skills, with the ability to manage multiple tasks and deadlines.
- Exceptional writing and editing skills, with the ability to craft compelling and persuasive content.
- Strong research skills, with the ability to gather and synthesize data and information from diverse sources.
- Knowledge of best practices in grant writing, appeals, and reporting.
- Familiarity with grant databases, research tools, and online resources.
- Strong attention to detail and commitment to delivering high-quality work.
- Proficiency in Microsoft Office and knowledge/experience with database management platforms.
- Knowledge of the Westminster Rescue Mission's mission, policies, procedures, programs, and impact.
- Ability to work independently, showing initiative, as well as collaboratively with commitment to spirit of teamwork and greater good of the Mission community.

Physical Requirements: Standing, sitting, typing, bending, and lifting to 25 pounds.

Equal Opportunity Employer: Westminster Rescue Mission (WRM) will not discriminate against any employee or applicant for employment because of age, disability, race, color, religion, sex, or national origin. WRM will take affirmative action to ensure that applicants are employed, and

that employees are treated during employment, without regard to their race, color, religion, sex, or national origin.