CENTER FOR LEADERSHIP DEVELOPMENT
Cultivating Character ⟋ Empowering Youth ⟋ Enriching Community

Department	Development
Job Title	**Manager of Grants and Administration**
Reports to	Director of Development

Travel Required:	Type of position:	Hours:
✔ Local	✔ Full-time, Exempt or ✔ Part-time, Non-Exempt	✔40 ✔25/week

GENERAL POSITION DESCRIPTION

As a member of the Development Team, the Manager of Grants and Administration coordinates, implements and facilitates all stages of grant writing and coordination including data management, tracking deadlines and reporting deliverables. This role regularly reports progress of grant goals to the Director of Development. It is essential that the person in this role have excellent written communication, strong organizational skills, and comprehensive knowledge of the CLD organization, history, fundraising issues and fundraising resources.

ROLES & RESPONSIBILITIES

- Coordinates grant research and submission processes ensuring the effective execution of all proposal and report submissions.
- Leads the preparation of assigned grant proposals and reports.
- Ensures effective coordination with CLD leadership on grant proposal and reporting submissions well before the deadline.
- Submits grant reports to the Director of Development.
- Works closely with the Manager of Program Evaluation to use program data to demonstrate impact in grant proposals and reports.
- Identifies and solicits potential funders by monitoring public and private funding source notices and publications.
- Maintains a comprehensive grants management tracking system in Donor Perfect to ensure the successful submission of all grant proposals and reports.
- Develops forms, processes, procedures and measurement tools for the purpose of implementing grants.
- Communicates to relevant staff all grant approvals received, including a copy of CLD's grant request, information from the funder regarding any reporting requirements and other pertinent information, if appropriate.
- Aims to meet or exceed grant revenue goals.
- Regularly collaborates with the Accountant to deliver grant budgets.
- Coordinates the donor stewardship plan, including a quarterly CLD organizational electronic or print donor-focused newsletter.
- Supports DonorPerfect database maintenance and focuses on data integrity and reporting.
- Conducts monthly DonorPerfect audit of Development Assistant's data entry.
- Supports the creation of donor-focused materials.
- Works with the team to develop direct-mail appeals with a donor-centered focused.

- Provides administrative support to the development team members in the effective execution of all foundational fundraising events, to include invitations, tracking responses to various events and determining final counts for attendance/reservations.
- Develops and maintains Standard Operating Procedure for grant management process. Follows Standard Operating Procedures and duties as assigned in Monday.com by Director of Development to include details of carrying out major development projects such as: the Minority Achiever's Dinner, CLD Golf Outing and College Prep Conference.
- Functions as backup support in the gift acknowledgement process.
- Adheres to the Development Department's recruitment plan at the direction of Director of Development. For example: attends Program Graduations; attends 2 of 4 Open Houses per year.
- Complies with mandatory attendance at the following annual CLD events: Minority Achiever's Awards and Scholarship Gala, College Prep Conference and Indiana Black Expo.
- Plays an active role, as a member of the Development Team, in contributing to and ensuring the success of fundraising and special events.
- Adheres to professional personal presentation following CLD dress code policy.
- May perform specialized fundraising activities in direct support of the accomplishments of the advancement of CLD's mission and program objectives.

WORK EXPERIENCE AND SKILLS REQUIREMENT

- Minimum of five years grant research, grant proposal writing and grant reporting.
- Minimum of three years' experience in developing grants for education-related projects and activities.
- Demonstrated experience of successfully identifying and securing grants.
- Ability to work collaboratively and courteously with colleagues from diverse backgrounds throughout CLD and the public.
- Good attention to detail as the information worked with will be used for senior level decision making and to reach customers, so it is vital that it is correct.
- Superior writing, editing, and verbal communication skills.
- Experience working in deadline-driven environments.
- Familiarity with Donor Perfect software, a highly configurable database platform.
- Familiarity with Monday.com project management web application.
- Prior success at executing projects in a timely manner and in achieving results on schedule.
- Ability to speak with tact, diplomacy, and persuasiveness both in person and on the telephone.
- Working knowledge of database input and management.
- Functional skills with Windows 10, Microsoft Office, particularly Word, Excel, PowerPoint.

ATTRIBUTES

- Communicator. Excellent verbal and written communication skills.
- Self-starter. Takes the initiative to not only identify a problem but work to solve it.
- Team player. Works well independently, but recognizes value of working with teams.
- Flexible. Must be willing to learn quickly and respond to changing environment.
- Efficient. Able to multi-task, prioritize and manage multiple projects in a fast paced, customer-oriented environment while being detailed and highly organized.
- Passion. Must be excited about the CLD mission and the youth we serve.

- Impeccable character.

EDUCATION and/or CERTIFICATION REQUIREMENTS

BA or BS degree in any field, preferable in communications or related field.
CFRE Designation preferred.

PHYSICAL REQUIREMENTS/DEMANDS

- Generally sedentary work, remaining in a stationary position for long periods of time, extensive computer usage, hand-eye coordination.   Events do require physical exertion, including lifting of boxes and tubs, moving chairs and tables, loading and unloading supplies.
- Must have reliable transportation.
- Must be willing to work some evenings and Saturdays.

WORK ENVIRONMENT

This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, printers, scanners, laminators and photocopiers.