BOYS & GIRLS CLUB
OF CHEYENNE

GRANTS MANAGER

Department: Administrative Staff
Reports To: Director of Resource Development
FLSA: (X) Full-Time (X) Exempt

Primary Function:

Primary responsibilities include preparation of proposals and grant applications, and performance of administrative work in research, identifying, developing, responding, budgeting, reporting and ensuring performance measures are met for public and private grant opportunities in the program areas of Character and Citizenship Development, Healthy Lifestyles, and Academic Success as well as for capacity building, capital investment and endowment building.

Key Roles:
To perform the job successfully, an individual should demonstrate the following competencies:
• Analytical – Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.
• Design - Generates creative solutions; translates concepts and information into images; demonstrates attention to detail.
• Problem solving – identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
• Technical Skills – Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.
• Donor Service – Manages donor situations; responds promptly to donor's needs; solicits donor feedback to improve services; responds to request for service and assistance; meets commitments.
Other Activities
• Support development efforts including but not limited to:
Dancing with the Stars Gala, Youth of the Year, and Back A Kid Breakfast
Provide tours and engages with prospective donors
Engages with the Board of Directors to support grants efforts

Essential Duties and Responsibilities:
• Research and identify new government, corporate, foundations and private funding prospects.
• Generate proposals and supporting documents in response to solicitations.
• Generate revenues for programs and services through timely submission of well-researched, well written and well-documented grant/fund raising proposal.
• Maintains and implements funding calendar activities, including cultivation activities.
• Write reports to government, corporate, foundations and other funders.
• Acts as a liaison with program staff.
• Identifies funding opportunities and new program areas to match client's priorities, using research tools.
• Serves as a liaison to all funding agencies or organizations as directed.
• Engages with program officers at organizations to solicit invitations to submit proposals.
• Coordinate timely submission of program reports with supervising program staff.
• Work closely with program staff to create and design proposal goals and objectives.

• Monitor, measure and evaluate program outcomes against program objectives and goals. Work closely with supervising staff to ensure program goals and objectives remain constant and on track.
• Ability to pay attention to detail and ensure compliance with complex reporting and agreement specifics. Ability to plan, organize and prioritize work in order to accomplish work in compliance with quality standards and deadlines.
• Ability to present a positive and professional image
• Other duties as assigned.

Qualifications:

Qualified candidate should possess excellent written and verbal communication skills, interpersonal skills, computer skills and mathematical skills. Proficiency with Microsoft Office Suite and donor database software. The candidate must be highly organized with the ability to implement systems and follow up processes, able to effectively work under pressure, use independent judgement, work independently and with a team, and produce a quality work product within tight time constraints. The candidate must maintain confidentiality. Previous experience will demonstrate a proven track record in securing new funding opportunities; comprehensive knowledge of research, and the ability to distinguish and identify funding opportunities for special programs. A Bachelor's Degree with a minimum of two years' experience in grant writing is preferred. The ability to work flexible hours including weekends and evenings.

Relationships:
Internal: Maintains daily contact with Director of Resource Development and staff, close contact with Board members.
External: Maintains contact with potential and current donors, community and corporate leaders, and media.

Physical Demands:
This is considered a sedentary position. Work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. This position requires sitting most of the time, but involves walking standing for brief periods of time and walking the property at a leisurely to brisk pace.

Disclaimer:
The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor, to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. Our organization is an at-will employer. This means that regardless of any provision made in the employee handbook, either you or the Boys & Girls Club of Cheyenne may terminate the employment relationship at any time, for any reason, with or without cause or notice. No officer, employee or representative of the Boys & Girls Club of Cheyenne is authorized to enter into an agreement- express or implied- with any employee for employment other than at-will.

Signed by: _____
Grants Manager **Date**

Signed by: _____
Director of Resource Development **Date**

Reviewed by: _____
Chief Professional Officer **Date**