



Job Title: Grants Manager

Job Status: Full-Time, FLSA Exempt

Salary Range: \$60,000 - \$70,000 per year

Work Hours: Monday through Friday, 8:00 a.m. - 5:00 p.m. Some evenings and weekends. This is a Hybrid position where Grant Manager may work from home during the regularly set hours and weekly on-site office work.

Job Summary:

The Grants Manager plays an integral role in fulfilling the mission of RYSE. Reporting to the Executive Director, the Grants Manager is primarily responsible for the development, implementation, and management of all aspects of the grants program in support of the organization's annual operations, restricted and unrestricted programs, strategic initiatives and capital projects. This includes conducting prospect research, writing, compiling, reviewing, and submitting all RYSE grant proposals and reports. The Grants Manager also provides writing support for project-driven requests to other departments. This role collaborates cross-departmentally, providing guidance, acting as intermediary with program leadership, and understanding the operations of all RYSE initiatives.

Minimum Qualifications:

- Bachelor's degree or equivalent combination of education and experience.
- Three years of comprehensive development experience related to fundraising for a non-profit, including writing grant proposals with a successful track record of receiving grants.
- Three years of recent grants management experience, ensuring fiscal and programmatic compliance.
- Strong writing, speaking, and interpersonal skills.
- Excellent verbal communication skills with an emphasis on persuasion and generating action.
- Basic understanding of community-based organization operations.
- Knowledge of fundraising database systems and/or CRM such as Raiser's Edge, DonorPerfect, Little Green Light or comparable.
- Ability to cross-departmentally collaborate with RYSE personnel.
- Fiscally responsible and able to sensitively handle confidential information; shows superior judgement under pressure.
- Proficiency in Microsoft Office Applications.
- Self-motivated, highly organized, and able to complete multiple projects under different deadlines.

- Able to work alone or as a team member with RYSE leadership to ensure maximum quality operations.
- Superior time management skills, attention to detail, and the ability to prioritize, and delegate effectively.
- Keen analytical and business strategy skills; ability to think critically, make decisions, and justify recommendations and results based on data and analysis.
- Strong project and people management skills, including demonstrated ability to think independently and work with limited supervision.
- Honesty, integrity, enthusiasm, perspective, and a strong work ethic supported by commitment and follow-through.
- Ability to work within and support a diverse community.

Desired Qualifications:

- Master's degree in business or non-profit management.
- Five years of overall Development and Fundraising experience for a non-profit.
- Three years of focused grant writing experience.
- History of successfully writing for and awarded grants in excess of \$1M.
- Understanding of RYSE's mission and dedication to advancing it.

Essential Duties:

- Collaborates with the Executive Director, Director of Housing Services, Director of Clinical Services, and other Program Managers to: formulate and strategize management of annual written grant proposals; design, document, and implement a systematic and integrated grants proposal portfolio; develop and assess policies and procedures that are essential for a comprehensive grants program.
- Researches, writes, and submits letters of inquiry, proposals, and other materials to secure foundation, government, and corporate grant support; tracks annual income goals for grant support.
- Prepare and submit compelling grant proposals, applications, and supporting documents, ensuring accuracy and adherence to deadlines.
- Works with the Executive Director and other key personnel to prepare, track, and report on project budgets that meet funder guidelines.
- Ensures grant-funded projects are on-track and that obligations are fulfilled within the terms of the grant agreement.
- Coordinates with existing grant funders and research new sources of grant revenue in conjunction with institutional priorities.
- Maintains the annual grants calendar to ensure timely submission of applications, reports, and other materials.
- Maintain organized records of grant submissions, awards, reports, and correspondents.
- Coordinates with Communications Director to ensure that funders are acknowledged in accordance with the terms of the grant agreement.
- Manage Little Green Light submissions and reporting to ensure accurate and timely data handling.
- Ensures funder files are accurate and up-to-date.
- Collaborate with the finance department to develop grant budgets, monitor and report on grant expenditures to ensure compliance with grant agreements.

- Handles incoming gifts and donations in a fiscally responsible and confidential manner.
- Helps devise consistent, accurate, and appropriate information-sharing mechanisms for cross department collaboration.
- Cultivates relationships with grant and corporate program officers.
- Establishes monthly, quarterly, bi-annual, and annual grantor donor reports.
- Manages acknowledgement letter process for grantors.
- Other duties as requested.

Working Conditions and Atmosphere:

Works in an office environment or hybrid position to work from home. General office hours are Monday through Friday, 8:00 a.m. to 5:00 pm with flexible scheduling as needed. Ability to operate general office equipment including computer, copier, printers, fax machine, etc. Ability to lift, carry, push, pull, up to 25 lbs. of general office material or equipment. Ability to work some evening and weekend hours.

The employee must be able to fulfil all Essential Duties with or without a reasonable accommodation. This job description is not designed to cover or contain a comprehensive list of all activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

Diversity, Equity, Accessibility, and Inclusivity:

RYSE welcomes people from all backgrounds and walks of life, and this is reflected in our diverse community of employees. We encourage applications from candidates across a wide variety of backgrounds, including, but not limited to, people of all races and ethnicities, people with disabilities, women, veterans, and all members of the LGBTQ community.

Equal Employment Opportunity:

RYSE is proud to be an equal opportunity employer and is committed to providing equal opportunity for all employees and applicants. RYSE recruits, hires, trains, promotes, compensates, and administers all personnel actions and benefit programs without regard to race, color, ancestry, religion, sex, including pregnancy and gender identity and expression, national origin, age, disability, sexual orientation, reproductive health decisions, marital status, arrest and court record, citizenship, credit history, military and veteran service, victim of domestic violence or sexual abuse victim status, genetic information, or any other characteristic protected by applicable federal, state or local law.