



TITLE: Foundation Relations and Grants Manager

DEPARTMENT: Development

REPORTS TO: Director of Development

Essential Functions:

The essential functions include, but are not limited to the following:

- Researches grant opportunities (i.e. facility improvements, professional development, curriculum development, administrative needs, etc.) for the purpose of developing additional funding resources for both current and proposed programs and operations as well as servicing as a clearinghouse for potential grant funding opportunities.
- Collaborates with a variety of parties for the purpose of securing funding to maintain and enhance services and/or programs.
- Coordinates all grant processes (i.e. evaluations, budget, finance reports, etc.) for the purpose of ensuring compliance with funder guidelines.
- Maintains records for all grant support as well as grant tracking system.
- Develops forms, processes, procedures, and policies for the purpose of implementing a consistent grant application methodology.
- Develops grant applications and related documents (i.e. required reports, budgets, specific inquiries, etc.) for the purpose of submitting highly effective grant applications to potential funders.
- Evaluates degree of match between listed grant priority areas and the needs of Cristo Rey Jesuit for the purpose of matching needs with funding sources.
- Monitors proposal and funding application requirements for the purpose of utilizing time and resources to maximize successful awarding of grant funds.
- Monitors the financial management of grants (i.e. budget preparation, budget adjustments, expenditures, etc.) for the purpose of complying with all program and funding guidelines of awarding organizations.
- Participates in and leads meetings for the purpose of conveying, sharing, and/or gathering information required to perform functions.
- Presents concepts, status, and information to a variety of groups for the purpose of gaining the required administrative and board approvals, providing progress reports to executive team and funding sources, and/or advising other staff of potential funding sources.
- Works closely with the Director of Development to set a financial goal and a targeted plan for accomplishing this goal.

- Works closely with Director of Finance to reconcile grant expenses and restricted gift expenses
- Coordinates strategy with the Corporate Internship Program regarding common prospects
- Facilitates visits from foundation representatives
- Writes for the annual report, electronic newsletters, President's letters, appeals and other department writing needs
- Performs additional duties as requested.

Minimum Qualifications (Knowledge, Skills, Abilities)

- Excellent persuasive and creative writing abilities required.
- Bachelor's degree and at least two years of grant writing experience required.
- Must present a professional and articulate image in person and in writing, demonstrate customer service skills, organize and prioritize work, and pay strict attention to detail.
- Must be able to identify, analyze, and solve problems and know when to seek supervisory consultation.
- Ability to develop strong working relationships with faculty, staff, students, families, volunteers, donors, and leadership.
- Demonstrated proficiency with Word, Excel, Constant Contact, current office practices, and a willingness and ability to learn new software packages required.
- Experience with DonorPerfect preferred.
- Personal commitment to school mission.
- Candidates will be required to show proof of being fully vaccinated against COVID-19 upon commencing employment. Reasonable accommodations will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law.

To apply: Email a cover letter and resume to hr@crstoreybalt.org. No phone calls, please.

Physical Demands and Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or finger, handle, or feel objects, tools or controls. The employee is occasionally required to stand; walk; sit for long periods of time; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus. This position will be working primarily indoors in a climate controlled, smoke free office environment, but also requires the employee to be in the outdoors on an infrequent basis. From this movement, the employee will encounter varying temperatures. The noise level in the work environment is usually moderate.

Disclaimer:

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the knowledge, skills, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.