

Title: Grants Manager

Job Type: Part-time/Hourly

Job Status: Nonexempt

Hours: 20-25 hours a week, M-F during regular business hours

Pay: \$26.50-\$28.50

Benefits: Paid Time Off (PTO), SIMPLE IRA match

Job Description:

The Grants Manager plays a critical role as part of Audio Information Network of Colorado's Development team. The Grants Manager is responsible for producing proposals to and managing relationships with a large portfolio of institutional funders, reporting to the Development Director. The Grants Manager is primarily responsible for developing and implementing grant seeking strategies that increase foundation grants revenue and ensure efficient and effective grant-funded programming across the organization. Essential functions include proactively coordinating grants opportunities with program leaders by researching funding opportunities, writing proposals, managing a portfolio of grant funders, ensuring compliance with grant agreements and reporting requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepare annual grant applications and grant reports including compiling and analyzing program impact data
 - Create and manage annual grants calendar
 - Research foundations, corporations, government programs, etc. for new grant opportunities
 - Directly manages and oversees annual grants pipeline development and sets funding targets, utilizing donor and funder database
 - Responsible for \$790,000 in annual grants funding with expectation to lead in building and growing a pipeline for long-term sustainability
 - Assists with program development and evaluation to maximize funding •
- Performs all other duties as assigned

COMPETENCIES

- Strategic thinker with the ability to translate concepts, stories, and ideas into accurate, practical, and tactical actions
 - Exceptional writing, grammar, and proofreading skills
 - Ability to write persuasively and creatively capture highly technical information •
- Ability to produce original content
- Organized and efficient at managing competing deadlines
 - Competent and efficient in technological usage: software and hardware, including Google applications, MS Office, CRMs, database systems (Access experience helpful),

and internet applications

- Demonstrates compassion for the blind, low vision and print disabled individuals.

SUPERVISORY RESPONSIBILITIES

- There are no supervisory responsibilities for this position

MINIMUM QUALIFICATIONS OF POSITION

- Minimum 3+ years of experience in grant writing and reporting or administration •
Demonstrated track record of successful five-and six-figure grant proposals •
Experience with effective grant seeking tasks, funder cultivation and relationship management, program development, proposal development, grant management and reporting, and funder stewardship
- Experience in data management software, including Microsoft Office

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Audio Information Network of Colorado is an Equal Opportunity Employer (EOE), M/F/D/V/SO