



**POSITION DESCRIPTION**

<i>Title:</i> <b>Grants Manager</b>	<i>Employment Status:</i> <b>Full Time</b>
<i>Department:</i> <b>Strategic Partnerships</b>	<i>FLSA Status:</i> <b>Exempt</b>
<i>Reports to:</i> <b>Assistant Director of Strategic Partnerships</b>	<i>Supervises:</i> <b>Volunteers</b>

**MISSION:**

**Seeking to put God’s love into action, Pikes Peak Habitat for Humanity brings people together to build homes, communities, and hope.**

**GENERAL DESCRIPTION:**

Working under the supervision of the Assistant Director of Strategic Partnerships (ADSP), the Grants Manager (GM) is responsible for researching grant makers, funders, and resources appropriate to the funding needs of the programs and services of Pikes Peak Habitat for Humanity; initiating dialogue with and introducing the mission of Pikes Peak Habitat to potential funders; creating grant proposals, budgets, and reports; managing grant awards and outcomes internally among departments within Pikes Peak Habitat, as well as externally with funders’ expectations and deadlines; and contributing to the growth of Pikes Peak Habitat’s revenue by at least \$150,000 within the first year of employment. As necessary, the GM will recruit and supervise volunteers to help with department efforts.

**CORE RESPONSIBILITIES:**

**Office Support/General:**

- Respond to general communication regarding grants and requests for proposal.
- Provide professional assistance and interaction with funders and grant makers (via phone, computer, and face-to-face).
- Demonstrate leadership style which includes collaboration, decision-making, and public speaking.
- Ability to establish and maintain rapport with leaders and represent Pikes Peak Habitat to existing and potential partners.
- Develop and foster relationships with foundations and organizations that support Pikes Peak Habitat through grants and foundational support.
- Ability to thrive in a team-oriented and mission-driven environment.
- Assist in developing presentations for various stakeholders.
- Acquire and maintain sound knowledge of the organization, its programs and the impact of each.
- Access and be familiar with statistics, client stories, accomplishments, challenges and other data from programs and affiliate staff members to include in grant proposals.
- Provide vision, energy and passion for Habitat’s mission, values and integrity in all aspects of the job.

**Grant Management Responsibilities:**

- Work with the ADSP to develop, implement, and manage annual grants plan, including strategic grants planning, timeline, grant calendar and revenue projections.
- Develop and write competitive grant proposals, budgets and reports to private, public, government, state, federal, and corporate foundations in support of various funding needs.
- Participate in prospect strategy meetings, preparing tracking reports for team meetings and providing overall proposal and stewardship support to the Strategic Partnerships team.
- Actively seek and qualify new sources of private, corporate, federal and foundation support.
- Monitor grants once received and ensure compliance with donor intent, as well as programmatic, evaluation, budgetary and reporting requirements.
- Collect and maintain up-to-date research on potential grant-making organizations and grant/contract opportunities; determine and assess eligibility criteria and deadlines; schedule implementation in coordination with pertinent program staff.
- Maintain hard copies and electronic database tracking systems for proposals, grant/contract awards, deadlines, and reporting requirements; communicate with staff when reports are due.
- Create, verify and disseminate reports on grants/contract activity for internal use and/or funder requirements.
- Maintain grant compliance and reporting, including outcome measurement and grant budgets, taking responsibility for meeting high standards of effectiveness, timeliness, and completeness.
- Conduct foundation outreach and engage with program officers at foundations to solicit invitations to submit proposals. This may include scheduling key staff visits and site tours when appropriate.
- Be accessible to grant-making organizations during their review of a submitted grant application in order to be able to supply additional supportive material.
- Manage grant portfolio including potential external contributors.
- Ensure acknowledgment of funders/investors via website, e-newsletter, social media and other publication sites.

**Event Assistance:**

- Assist the Strategic Partnerships team with the coordination and facilitation of affiliate's events as appropriate.

**KNOWLEDGE, SKILLS, AND ABILITIES:****Experience and Qualifications:**

- Enthusiasm and passion for Pikes Peak Habitat for Humanity's mission and vision.
- Three to five years' experience in grant writing and management of grant portfolios.
- Knowledge of best practices for research and development of grant proposals, planning, management, reporting and acknowledgment of funding and awards.
- Experience building internal and external relationships across a diverse set of stakeholders including colleagues, board/committee members, funders, grant makers, future homeowners, family partners, diverse faith beliefs, and volunteers.
- Strong experience with project management and increasing funding through new grant and foundational opportunities.
- Microsoft Office skills, and a high aptitude for learning new technologies.
- Experience with processes and tools to manage multiple projects and calendars.
- Experience in a fast-paced, deadline-driven environment.
- Excellent written and oral communication skills.
- Impeccable organizational skills and attention to detail.
- Ability to maintain a high level of confidentiality.

- Comfortable in an ecumenical environment.
- Flexibility to work longer hours, evenings, and weekends as needed.

**QUALITIES THAT MIGHT MAKE YOU SUCCESSFUL IN THIS ROLE:**

- You want to be part of something bigger. Habitat for Humanity’s mission inspires you. The idea of helping families and engaging the community to participate through your skills motivates you.
- You master your time management. You are comfortable managing multiple initiatives with limited supervision and are excellent at prioritizing and re-prioritizing when necessary. You are persistent in following up.
- You are great at solving problems with compassion and care. You are willing to find a solution, adapt, then execute. You aren’t hesitant to ask and learn if unsure how best to move forward.
- You have a sincere desire to understand the relevant details of our organization and are not afraid to ask for clarity when needed. You have impeccable attention to detail and put care into all you do.
- You are an adept collaborator. Working as a team, brainstorming, and problem-solving together motivates you. You appreciate constructive feedback and use it to achieve a better, stronger outcome. You naturally see ways to engage people and see the importance of building community.

**EDUCATION and EXPERIENCE:**

***Preferred:***

- BA/BS degree.
- At least three to five years’ experience in grant writing and management of grant portfolios with demonstrable success in grant awards, management, and reports.
- Minimum of three years’ experience working with a constituent relationship management database, such as Bloomerang, Network for Good, or Raiser’s Edge.
- Digital and print content creation experience in Adobe, Canva, MS Publisher, or other programs.
- Project management experience in Asana or another program.

***Required:***

- A valid driver’s license and proof of auto insurance.
- Proficiency in Microsoft Office, including Word, Excel and PowerPoint.
- Exceptional attention to detail, including properly applying for this position by providing ALL required documentation.
- Must pass a background check.

**ACCOUNTABILITY:**

- The GM applicant/team member shall be:
  - In agreement with the job description.
  - In agreement with the policies and ethical guidelines of Pikes Peak Habitat, the Grant Professionals Association, the Association of Fundraising Professionals, and the Donor Bill of Rights.
  - Accountable to the ADSP.
- And perform other projects and tasks as may be assigned.

## **EQUAL EMPLOYMENT OPPORTUNITY:**

Our commitment to Equity, Diversity, and Inclusion in the Workplace: Pikes Peak Habitat for Humanity is an equal opportunity employer. Candidates from diverse backgrounds are encouraged to apply and are considered for employment on merit alone without regard to race (including characteristics associated with race such as hair texture, hair type, and protective hairstyles), color, religion, sex, sexual orientation, gender identity, transgender status, national origin, disability, pregnancy, age (40 or older), genetic information (including family medical history), marital status, military status, lawful conduct outside of work, membership or non-membership in a labor organization, or status in any other group protected by federal, state or local law.

## **PHYSICAL DEMANDS:**

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

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT:**

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Individuals in this position will generally work indoors and will have a workspace designated solely for them. Necessary office furnishings, equipment and supplies will be provided by Pikes Peak Habitat. While performing the duties of this job, the employee may periodically be required to work outdoors and would be exposed to weather conditions prevalent at the time. The employee may periodically be required to work in an offsite environment or at special events, and from time-to-time may be asked to travel on Pikes Peak Habitat business, at the affiliate's expense. The noise level in the work environment is usually moderate.

## **JOB STATUS:**

- 1) FLSA Classification: This position is exempt according to guidelines of the Fair Labor Standards Act and, as such, an individual in this position is not eligible to receive overtime pay.
- 2) Full- or Part-Time: This position is full-time in nature. An individual in this position will regularly work a schedule consisting of 40 hours per week.
- 3) Work Location: The nature and responsibilities of this position are such that the position is not eligible for alternative worksite arrangements, such as working from home or telecommuting, on a consistent or recurring basis. The position will be based at the affiliate's business office in Colorado Springs, CO USA.

- 4) Regular Schedule: Usual business days are Monday through Friday, holidays excepted, and usual business hours are from 8:30 A.M. to 5:30 P.M. Mountain Time Zone. The nature and responsibilities of this position are such that the position is not eligible for flexible work scheduling, such as 4-day workweek or alternate start/end times, on a consistent or recurring basis.

**COMPENSATION AND BENEFITS:**

- The hiring range for this position is projected to be \$53,000 - \$60,000 per year depending on experience.
- All full-time Pikes Peak Habitat for Humanity employees are eligible for the following employee benefits:
  - Medical / Life / Dental / Vision insurance
  - 401(k) retirement program with employer match up to 4%
  - Accrued vacation and sick hours
  - Paid holidays

**APPLICATION TIMELINE & INSTRUCTIONS: NO PHONE CALLS, EMAILS, OR PERSONAL INQUIRIES**

Position will remain open until filled.

Apply on our website at [pikespeakhabitat.org/employment](https://pikespeakhabitat.org/employment)

- Upload C.V./Resume
- Upload cover letter explaining how you meet/exceed the position's preferred levels of education and experience contained within this job description.