



Grants Manager

REPORTS TO: Director of Development

DEPARTMENT: Development

STATUS: Full-Time

COMPENSATION: \$60,000 - \$75,000

JOB GRADE:

FLSA CATEGORY: Exempt

Leader of People/Programs or Individual Contributor: The Grants Manager is an Individual Contributor.

Position Summary

The Grants Manager serves as a staff member at will of the Colorado Children's Campaign. In that capacity, the Grants Manager is a member of the Children's Campaign Development team, which works to raise funds to support the Colorado Children's Campaign mission. The Grants Manager works closely with the Director of Development and internal content experts to develop, submit, report on, and maintain records related to grants from national and local funders, and to contribute to stewardship efforts. The Grants Manager contributes to identifying new grants and coordinating efforts to build the current grants portfolio.

Essential Duties & Responsibilities

➤ Priority 1: Grants

- Serve as primary writer of grant proposals and reports, and provide management of the development, editing, and submission process for the Colorado Children's Campaign's portfolio of grants.
- Act as lead in planning proposal- and report-specific strategies.
- Manage and refine systems for tracking potential, submitted, and awarded grants and deliverables to ensure timely completion of grant-related documents, appropriate record keeping, and availability for internal use.
- Manage the annual grant calendar, processing grant agreements, acknowledging grant awards and payments, and maintaining grant records in multiple formats.
- Assist the internal Evaluation Team to align evaluation processes with funder expectations and grant reporting needs.
- Actively seek new grant funding opportunities.

➤ Priority 2: Collaboration

- Contribute to the Development Team and organizational efforts to steward relationships with existing funders and identify new funding opportunities.

- Collaborate with internal team members to perform prospect research, prepare background materials for hosting funder site visits, and manage accountability to maintain regular communications with funding partners.
- Assist the Development Team with strategizing for new funders.
- Collaborate with internal teams to maintain current understanding of Colorado Children’s Campaign policy priorities, activities, and outcomes for inclusion in grant proposal and report content.
- Work closely with staff members across teams to capture appropriate content, coordinate the internal review process, and ensure timely submission of grant applications and reports.

Other Duties & Responsibilities

Other Duties/Responsibilities: Other assistance, as designated by the Director of Development, to support the overall goals of the department and organization. Colorado Children’s Campaign retains the right to add or change duties and/or responsibilities at any time.

Supervisory Responsibilities: None.

Budgetary/Fiscal Responsibilities: Acts as a good steward of Colorado Children’s Campaign’s resources.

Responsibility for Confidentiality: The nature of this position requires safeguarding against the release of confidential and proprietary information of the Colorado Children’s Campaign.

Contact with Others: This position will interact with managers at all levels and staff members across the organization, in addition to members of external organizations.

Work Location: Hybrid, with some time spent each week at the Colorado Children’s Campaign office in downtown Denver.

Job Requirements/Experience

Education: 4-year degree required in English or Communications or a related field, or any equivalent combination of education and/or experience.

Experience: 3 years of experience in grant writing, or communications required; experience supervising grant programs, managing projects, and/or working at a nonprofit is strongly preferred; or any equivalent combination of experience, lived experience, and/or special skills.

Knowledge, Skills, and Abilities: Proven computer skills including Microsoft Office Suite and experience with donor databases are necessary.

Requires superior organizational skills, written and oral communication skills, attention to detail, and ability to prioritize work and tasks to meet competing deadlines. Requires adaptability to produce and meet deadlines in a fast-paced and dynamic environment. Requires the ability to work independently and as part of a team to cultivate and develop grant programs. Must have good negotiation skills and the

ability to handle sensitive information with diplomacy. Must be an outstanding communicator who is comfortable collaborating with a broad cross-section of people in direct and matrixed relationships to drive programs to meet strategic goals.

Alignment with the Colorado Children's Campaign's commitment to diversity, equity, inclusion, and anti-racism, and demonstrated experience incorporating these principles into work products and relationships is preferred.

Schedule Availability: Days with occasional nights and weekends.

Licenses/Certifications: None.

Functional Competencies

Basic: Identify new grant opportunities. Evaluate funding results to build the grants portfolio and inform future grantmaking and funding priorities.

Intermediate: Lead grantmaking strategies and initiatives. Develop and continually improve infrastructure to ensure grantmaking complies with applicable law.

Expert: Align grantmaking operations with the Children's Campaign's vision, mission, and values.

Physical Requirements

The physical demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this position. Reasonable accommodation may be made upon request to enable individuals with disabilities to perform the essential functions.

Ability to speak, understand, and communicate in English effectively, in person and in writing. Ability to hear in person and by phone, in personal and group settings, occasionally with a moderate noise level.

Ability to work with, and process information from, a variety of individuals and media (e.g., computers, projected images, printed materials), and sitting and/or standing up to 6 hours per day.

Mobility necessary to access various offices and a wide variety of meetings and settings. Mobility is necessary to perform a variety of tasks that involve standing, walking, sitting, stooping, kneeling, bending, twisting, occasionally climbing stairs, or using an elevator, possibly reaching chest high and overhead for materials. Ability to reach for, move and/or lift up to 20 pounds and the use of hands to finger, handle, or feel objects, tools, or controls.

To Apply

Please send a cover letter, resume, and writing sample to apply@coloradokids.org using the email subject line of "Grants Manager." In your cover letter, include what interests you about the position and why you would be a good fit. We will be accepting applications until Friday, March 24.