

Grants Manager

Basic Function

PADS Lake County is seeking a highly motivated Grants Manager looking to make an impact on homelessness in our communities. Reporting to the Director of Development, this methodical and strategic thinking individual is responsible for coordinating, organizing, planning, and executing a successful grants management program for PADS Lake County.

The position requires strong interpersonal and writing skills and enthusiasm for promoting PADS' mission and goals. The position will include elements of professional writing, project management, and collaborative interaction with PADS staff, volunteers, and community stakeholders. The ideal candidate is an excellent writer, detail-oriented, and an adaptable team player who thrives working both independently and collaboratively.

Position Responsibilities:

We are looking for someone to help us to communicate with our donors and bridge the distance between the act of philanthropy and its impact on our mission. This is a fantastic opportunity to be a part of shaping the fundraising trajectory of a well-respected social service agency!

- Manage all aspects of PADS' comprehensive grants management system to ensure deadlines, outcomes, deliverables, and reporting requirements are completed in a timely manner
- Work collaboratively with PADS' program staff, Executive Director and Deputy Executive Director in preparing/submitting grant proposals and funding reports for corporate, foundation, and organization partners
- Develop, maintain, and update an annual grants calendar including grant proposal application, due dates, funder reporting, renewals, and other pertinent activities, documents, and correspondence in accordance with donors' guidelines and criteria
- Support efforts to achieve the annual goals (budget targets), and track progress and benchmarks for each grant category (Corporations, foundations, and government – federal, state, townships).
- Assist the Executive Director and Deputy Executive Director with writing grants for select government grants as necessary
- Lead the prospect management, including funder research to develop and maintain a robust portfolio of funding sources
- Ensure all current and prospect funder information is correct and updated in agency's database systems, and manage data functions as needed, including data entry, acknowledgments, queries, and reports
- Attend information sessions, RFP meetings, and community forums related to PADS' current and potential funding sources
- Build sustainable relationships with funders, including outreach, meetings, and presentations requested by grant partners
- Assist with fundraising events
- Perform additional duties as necessary

Qualifications

- Bachelor's degree required.
- Excellent communications, editing and writing skills.
- Development/grant writing or similar persuasive writing experience preferred. Strong attention to grammar, adaptive writing style and ability to create tailored, strategic pieces of writing that meet varying donor needs.
- Ability to manage multiple projects and priorities simultaneously, meeting all submission deadlines with quality work products.
- Exceptional people skills and ability to communicate PADS' mission with donors and community stakeholders
- Strong project management skills. Ability to manage complete deadline packages from start to finish, coordinating all submission requirements.
- Demonstrated ability to work independently and within a team environment
- Outstanding attention to detail and organizational skills.

Experience

Experience: 3+ years, preferably in a similar social service field.

Immediate Supervisor: Director of Development
Hours Worked: 40 hours per week, Monday –Friday
Flexible working environment & schedule
8 hours per day between 7:00am and 6:00pm

Job Status: Exempt

Salary Range

Based on experience and qualifications.