



*Safe Shelter of St. Vrain Valley is a nonprofit victim service organization, which provides safety, support, and resources to individuals affected by domestic violence, family abuse, abuse in later life, and human trafficking. We promote survivors' self-empowerment through direct services and community education, and advocate for the right of every individual to live a life free of intimidation, exploitation, and abuse.*

## **GRANTS MANAGER**

**POSITION SUMMARY:** This position requires demonstrated success in grants management. The Grants Manager will work with the Fund Development Manager, Executive Director, and Board of Directors to develop an effective and diversified annual grant acquisition and management plan. Successful candidates must demonstrate leadership skills and exceptional ability to work with donors, corporate, foundation, and community leaders, board members, staff, and volunteers.

This position requires complete commitment to and understanding of Safe Shelter's mission and operating philosophy. It requires close working relationships with the Fund Development Manager, Executive Director, Business Manager, Program Directors, staff and volunteers.

### **KEY RESPONSIBILITIES**

#### **Grant Research**

- Develop a comprehensive strategy to identify, solicit, research, and respond to grant and donor fundraising opportunities
- Establish, build, and cultivate relationships with funders and donors
- Gather and provide supporting documentation for grant submission or continuation
- Achieve Safe Shelter financial objectives by securing grant revenue to meet yearly goals
- Draft and revise grant documents for current and prospective funders, including letters of intent, grant proposals, budgets, and online submissions

#### **Grant Writing & Management**

- Compile and submit grant proposals and reports, strictly adhering to timelines set by funders
- Connect with funders during grant writing processes and review criteria to better ensure successful applications
- Collaborate with colleagues to compile accurate and relevant data to create dynamic proposals

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- Ensure compliance with grant guidelines and clearly communicate them to staff
- Manage existing grants by establishing and maintaining efficient reporting and tracking systems
- Monitor timelines and the accuracy of grant applications and financials
- Coordinate with program supervisors to compile and submit reports
- Maintain detailed, accurate, and clear systems to improve fundraising effectiveness and efficiency

## **QUALIFICATIONS**

### **Competencies**

- Outstanding interpersonal and relationship building skills, including diplomacy and networking skills
- Strong project management, critical thinking, and organizational skills
- Excellent research, writing and editing skills
- Experience with fiscal responsibility and financial acumen
- Commitment to consistently meet deadlines
- Support an organizational environment based on respect and ethical communication
- Proficiency in Microsoft Office Suite, (Word, Excel, Outlook and PowerPoint)
- Possess or obtain a valid driver's license and provide proof of insurance

### **Additional Qualifications**

- Three years grant writing & grant management experience
- Three years nonprofit experience
- Bachelor's degree in nonprofit management, public affairs, business administration, marketing, journalism, or related field strongly preferred
- Professional Fundraising Certification preferred

### **Position Status:** Salaried, Exempt, Full Time (4-day; 32-hour work week)

- Occasional evenings and weekends may be required for special events
- Benefits include generous Paid Time Off (PTO) as well as fully paid health, dental, vision, and life insurance.

To apply, please submit a cover letter, resume, two samples of successful grant proposals, and contact information for your most recent supervisor to:

Jackie List, Executive Director at [jackie@safeshelterofstvrain.org](mailto:jackie@safeshelterofstvrain.org)

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