

SHELTER NETWORK JOB DESCRIPTION

- Title:** Grants Manager
- Supervisor:** Development Director
- Location:** Shelter Network Administration
1450 Chapin Avenue, 2nd Floor, Burlingame, CA 94010
- Salary:** DOE
- Hours:** Full-time exempt position; some evenings and weekends required
- Qualifications:** BA required. Attention to detail and strong organizational skills essential. Excellent writing and communications skills required. Grant writing and grants management experience necessary. Proven ability to meet multiple deadlines and balance multiple projects. Strong computer skills and database management experience needed. Ability to interact well with volunteers, donors, and the general public.
- Responsibilities:** Under the direction of the Development Director, the Grants Manager is responsible for completing the majority of Shelter Network's foundation grant proposals and reports and government grants, while also managing the public and private grant calendars in Raiser's Edge. This position works closely with the Development Director to develop and implement fundraising goals of the Development Department and strategic plan. It also provides occasional departmental support for donor acknowledgement, database maintenance, special events and other duties as assigned.
- Duties:**
1. GRANT RESEARCH, WRITING & REPORTING
Research the funding requirements of existing and potential new funders. Write grant proposals and reports to foundations, corporations, and government funders. Coordinate necessary data and organize attachments and supplementary materials. Prepare proposals and reports for on-time submission.
 2. GRANTS MANAGEMENT
Maintain calendar of public and private grant proposals and reports through Raiser's Edge database. Ensure proposals and reports are assigned to staff, focused appropriately, proof read and edited as appropriate, and submitted on time. Work with staff to ensure grant compliance. Conduct weekly grant team meeting.
 3. DONOR DATABASE & RECORDS

Maintain grant activity files in Raiser's Edge. Update grant files, information forms, and annually purge the chronological files. Generate database queries and conduct merged mailings as required by the department.

4. SPECIAL EVENTS

Provide occasional assistance for all special events, including but not limited to tracking attendees and sponsors, updating solicitation lists, administrative tasks such as creating nametags, and any other activities as needed. Assist with implementation of special events the day of the event.

5. GENERAL DUTIES

Participate in Department meetings, All-Staff meetings, and other agency-wide meetings. Represent Shelter Network in a professional manner at events, public speaking activities, check presentations or other functions as requested. Become cross-trained in other departmental functions. Perform other duties as assigned.

Signed: _____ Date: _____