Mission: We create pathways to opportunity.
Vision: We envision a community where all people have the power to achieve their economic goals and realize their dreams.

Position Title: Grants Manager
Department: Resource Development
Reports To: Senior Resource Development Manager
FLSA/Status: Exempt/Full Time
Job Grade 6
Hiring Range: $54,000 - $61,000
Revised: February 2020

WHO WE ARE
Mi Casa Resource Center (MCRC) is committed to creating pathways to opportunity for low-income and underserved individuals. For more than 40 years, we have provided nationally recognized workforce, business, and youth development programs throughout Metro Denver. Currently, MCRC educates, trains, and supports youth and adults on their path to economic success. Additionally, MCRC partners with the area’s most respected organizations to provide economic and educational supports to help our participants achieve their economic goals and realize their dreams.

HERE’S WHO WE ARE LOOKING FOR
A creative and persuasive communicator with a commitment to MCRC’s core values – We are relentless in response to a changing world – We are optimistic and believe in the potential of all people – We are courageous and accountable in all we do.

POSITION SUMMARY
The Grants Manager plays a critical role as part of Mi Casa’s fund development team. The Grants Manager is responsible for producing proposals to and managing relationships with a large portfolio of institutional funders, including: foundations, corporations, and government entities. This person works collaboratively with resource development and program team members to ensure that all proposals and grant reports are completed and submitted accurately and on time.

Grants management responsibilities include managing a full grants calendar, recording relationships with institutional donors in our fundraising database, conducting research for prospective institutional funders, producing original content for proposals and tracking agency progress against proposal metrics.

The Grants Manager will work closely with the Chief Strategy Officer, Senior Resource Development Manager, Chief Executive Officer and other grant writers to cultivate and steward institutional donors and also will support the organization’s general communications efforts.

KEY RESPONSIBILITIES

Leadership
- Manages all activities related to a specified Grants Portfolio with direction from the Senior Resource Development Manager
- Establishes annual funding goals from foundations, corporations, and government agencies
- Participate in department meetings, strategic planning, etc.
Fundraising, Grants Management and Foundation Relations

- Responsible for all aspects of grants management process including proposal development, budget preparation, submittals, correspondence, and reporting.
- Manages the annual grants calendar ensuring deadlines for proposals and reports are met and deadlines are communicated with necessary staff to allow ample time for input and completion.
- Research, identify, vet, and cultivate new funding prospects.
- Collaborate with the organization’s program teams to identify programs and initiatives well-suited for prospective grantors.
- Ensure compliance with grants across departments including collecting projections, demographics, financials, and other pertinent information for each grant request and report in an organized, timely manner.
- Work with external stakeholders and partners to identify opportunities for funding of collaborative programs.
- Regularly and reliably enter notes, actions, and proposals into Raiser’s Edge®.
- Contribute and produce program-related content for fundraising and communications activities as needed.
- Manage site visits with funders ensuring appropriate staff are involved in coordination with Senior Resource Development Manager.

Other

- Contributes to team effort by attending staff meetings and serving on committees.
- Periodically report on fundraising metrics to ensure the organization is on track to meet revenue goals.
- Completes additional duties as assigned.

REQUIRED QUALIFICATIONS

- A Bachelor’s degree in Communications, English or other related field or experience in lieu of a formal degree.
- Demonstrated and progressive track record of successful results over at least four years in grant writing experience required. Successful solicitation with national funders and/or government grants is a plus.
- Experience communicating complex social issues and evaluation methods used to measure impact of organization’s programs.
- Producing original content for proposal writing, as well as the ability to synthesize content from multiple sources and subject matter expertise, such as scholarly works, government reports, articles and periodicals, etc., combined with strong editing skills.
- Familiarity with underserved populations, workforce and business development, community economic development and education is strongly preferred.
- A commitment to providing excellent customer service to external and internal customers.
- Demonstrated experience researching and prospecting for potential grant sources.

KEY COMPETENCIES

- Exceptional writing, grammar, and proofreading skills
- Exceptional attention to detail and ability to follow simple and complex written directions
- Ability to tailor writing tone and content to audience
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- Ability to produce original content
- Ability to write persuasively and creatively capture highly technical information
- Ability to track and maintain accurate information related to funding portfolio
- Ability to conceptualize multi-step processes, effectively coordinate with co-workers as necessary, and independently pursue projects to completion

Mi Casa Resource Center is an equal opportunity employer.

Interested persons should email a cover letter and resume to jobs@MiCasaResourceCenter.org by March 6, 2020. Interviews may occur as qualified candidates apply.