

Working with the Development Director and Executive Director, the Contract Grants Manager will be responsible for the project management of the grant application process including drafting of grant proposals/reports and coordinating input from Green Foothills staff. Green Foothills currently has eight active grants annually in support of our advocacy program and leadership academy program. We envision attracting an additional five to ten grants in support of the organization's programmatic and organizational development work but need the support of an experienced grant manager to make this possible.

### **Your Responsibilities**

- Develop and maintain a proposal and reporting calendar, keeping all necessary staff informed of their roles.
- Manage the proposal submission process to ensure timely submission of all required application materials. Using existing program language, draft quality grant proposal narratives, applications, and supporting documents.
- Set up reporting and proposal tasks through a project management tool (Asana) and assign to staff as needed.
- Draft quality grant reports, coordinating necessary data from program staff.
- Work with contract CFO and Accounting Manager to compile financials and data for both proposals and reports.
- Maintain all records of applications and reports on the Green Foothills server.

### **About you**

- Passionate about the mission of Green Foothills.
- Excellent organizational and project management skills.
- Demonstrated ability to write successful grant proposals and reports.
- Clear, precise and compelling writing and communication skills.
- Motivated self-starter with the ability to work independently with purpose and accuracy in a fast-paced environment.
- Ability to understand the needs of both the agency in need of funding and the organization that is offering the grant money.
- Acquire technology skills with ease, proficient working with cloud computing, PC computers, Microsoft Office, and Google platforms. Familiarity with Asana a plus.

**To Apply:** For information about working at Green Foothills and to submit your resume and cover letter, visit [greenfoothills.org/careers](https://greenfoothills.org/careers). Position open until filled, applicants before November 5, 2021 given priority.