



## **GRANTS MANAGER**

### **Job Description**

#### Organizational Overview:

Good Works Grant Writing helps nonprofit organizations maximize their foundation, corporate and government grant funding. We assist nonprofit organizations in growing their revenues by customizing our comprehensive grants management system to their needs. Services we provide include grant and progress report writing, comprehensive prospect research, and grant program planning.

#### Job Duties:

- Manage multiple client accounts, which includes meeting with the client to determine fundraising needs and viable prospects, maintaining proposal submission calendar, and serving as the clients' point person at Good Works Grant Writing
- Develop compelling copy for grant proposals, letters of intent and progress reports of varying lengths/detail
- Draft compelling copy for various other projects, including website copy, annual reports, etc., as needed
- Supervise work of Grants Specialists who assist in writing copy for clients, including editing their work and providing feedback to them to improve their writing
- Provide input on various aspects of clients' programs, including program design, evaluation methods, etc., as needed
- Conduct prospect research in conjunction with Grant Specialists for clients
- Conduct research of peer-reviewed research and official data to develop accurate and compelling needs' statements for clients' various programs
- Commit to being available a minimum of 8 hours a week for meetings with clients and Good Works Grant Writing staff members as needed
- Attend monthly staff meeting
- Other duties as assigned

### Desired Skills and Qualifications:

- Strong writing, research, communication, and time management skills
- Detail oriented
- Ability to work independently and to consistently meet deadlines
- Proficient at Microsoft Word and Excel
- Past experience managing employees
- Five or more years' experience working at or with nonprofit organizations

### Work Parameters:

This is a work from home, part-time position with a flexible schedule, great anyone looking for employment that can be adapted to one's lifestyle and schedule. Individual tasks and projects are clearly and thoroughly explained, with realistic deadlines for the project assigned. Ongoing communication with supervisor for clarification, questions, and general guidance is welcomed. Opportunities for professional development, networking and growth are provided. You will set your own hours and be responsible for providing a space suitable for working efficiently.

### How to Apply

Send a cover letter and resume along with 2-3 writing samples to Bethany Taylor at [bethany@goodworksgrants.com](mailto:bethany@goodworksgrants.com). In your cover letter, please include how many hours per week you would prefer to work.