

Job Title	Grants Development Manager
Job Type	Contracted Position
Posting Date	2/28/2022
Closing Date	Open until filled
Position Summary	<p>This position exists to write grants and award success for the Women Walking West (W3) non-profit organization. Primarily, this position will be focused on writing grants that will benefit scholarship opportunities for women in the W3 organization. It is essential that the Grants Development Manager understands the big picture of W3 and the role that grant awards play in the overall funding and success of the organization, as well as understanding the stakeholders and their roles in meeting the goals of the organization.</p>
Principal Accountabilities and Preferences	<p>Pre-award: Plan/design projects</p> <ul style="list-style-type: none"> • Facilitate meetings with internal and external stakeholders. • Build consensus on solutions with key individuals in relationship to grant research, development, and proposal within the organization. <p>Pre-award: Develop Proposals</p> <ul style="list-style-type: none"> • Develop strategy and schedule for preparing individual proposals. • Identify individuals who should be involved in proposal development. • Involve appropriate personnel and contacts in developing the proposal. • Write and edit proposals, to include Gantt charts, evaluation plans, logic models, theories of change, etc. • Develop project budgets and timelines. <p>Pre-award: Prospect research for new funding sources</p> <ul style="list-style-type: none"> • Conduct research on potential sponsors and grant opportunities

- Interpret, summarize, and communicate funding opportunities for the W3 board of directors.
- Communicate and develop networks with development officers at other non-profit organizations.
- Identify and secure samples of funded projects.
- Read and analyze request for proposals in relation to W3's mission and needs.

Requirements and Preferences

- Minimum of a bachelor's degree in higher education required
- Minimum of 3 years' work experience in hands-on grant development and writing within the non-profit area required; a demonstrated track record in securing grant funds required.
- Knowledge of W3 mission, structure, and processes required.
- Demonstrated knowledge of project management and evaluation methods preferred.
- Ability to write clearly, professionally, and persuasively, edit and proofread required. Professional communication skills and attention to detail required.
- Ability to complete projects independently with a minimum of direct hands-on supervision and meet deadlines as required.
- High level computer skills (that include Microsoft Office), and ability to learn various software and databases, to create professional documents and reports required.