



Job Title:	Grants Manager	Location:	Pueblo Office
Department:	Development	FLSA Status:	Non-Exempt
Reports To:	Executive Director	Hours Per Week:	20
Employee Name:		Salary Range:	\$22,880 - \$24,960

Position Summary

The Grants Manager is responsible for researching, writing and administration of grants to a variety of funders and participates in activities that support the agency’s overall fundraising goals.

CASA of Pueblo’s Mission

CASA of Pueblo’s mission is to advocate for abused and neglected children by providing a voice in the courts and in the community through trained volunteer advocates.

Essential Duties and Responsibilities

- Complete CASA training and office training.
- Responsible for researching current and prospective funders including but not limited to foundation, government, community and business grants. These proposals could include funding for a specific program/project, general operating funds and future capital expansions.
- Proactively track grantors’ primary focus, grant application or letters of intent and other pertinent information like deadlines and grant process.
- Foster relationships with new and current grant funders. Track timing of meetings in conjunction with grant deadlines.
- Track, prepare and submit grant reports as required by funders in a timely manner.
- Track program outcomes and develop narratives that strongly conveys the impact CASA’s work has on children, youth and families.
- Compose, copy, distribute grant proposals and supporting documentation in coordination with the funders’ proposal submission calendar.
- Create and maintain the agency’s Grant Calendar for all three programs under the umbrella of CASA of Pueblo.
- Track all submission deadlines and allow for time for appropriate edits or review by the Executive Director or Program Directors.

- Provide administrative support for all grant-related activities including creating/maintaining grant files, etc.
- Prepare and in some instances present about grantmaking efforts to the CASA of Pueblo Board of Directors.
- In cooperation with the Operations manager, closely track and administer the donor database.
- Demonstrate a high percentage of funded proposals.
- Attend all required meetings and special events as required by the Executive Director.
- Participate in performance evaluations of this position as directed by the Executive Director.
- Other duties as may be assigned by the Executive Director or the Chairperson of the Board.

Required Knowledge, Skills, and Abilities

- Must be a minimum of 21 years of age.
- Have no felony convictions or be on the Colorado TRAILS Registry for Child Protection or the FBI or CBI Bureau of Investigation or any other abuse registries.
- Have strong ties to CASA of Pueblo’s service area with the ability to demonstrate multiple relationships with a variety of funders and comfortable with cold calls.
- Understand donor relations and maintaining cooperative relationships.
- Ability to represent CASA of Pueblo with high standards of productivity, cooperation, attendance, efficiency, and adherence to policy standards.
- The ability to work cooperatively with different types of personalities.
- Must have advanced public speaking/writing skills and strong interpersonal skills.
- Ability to manage and prioritize a large workload and work quickly and accurately with few mistakes while showing initiative and problem-solving skills.
- Grant Research Experience
- Must have knowledge of and sensitivity to family systems and child victimization.
- Must have reliable transportation to attend out-of-town meetings as well as in-town meetings with a valid license and insurance.
- Job duties, at times, may require flexible work hours outside of regular business hours or scheduled work hours.
- Familiarity with the community resources.
- A commitment to CASA's goals and mission and an ability to work in a team-driven environment.

Education and Experience

Required:

- Bachelor's degree in an appropriate field for the position (public relations, business, marketing, communications or related field) or equivalent combination of education and experience.
- Demonstrate a history of successful grant writing experience.
- Advanced knowledge of Mac OS, Microsoft Office Suite, Adobe Creative Cloud programs.

Physical Demands

- This position requires that the incumbent be capable of bending, sitting, stretching, and/or reaching regularly for periods of up to 2 hours without a break.
- This position requires that the incumbent can lift and carry items upwards of 20 lbs.
- This position requires a great deal of time behind a computer screen and that can be strenuous on the eyes.

Work Environment

The overall work environment relaxed and overall pleasant. This position can and will be exposed to all environments from quiet to noisy, climate controlled to extreme outdoor heat and cold.

Required Background Checks & Documentation

- Colorado Trails Registry for Child Abuse/Neglect
- Criminal Background Investigation (CBI & FBI)
- Colorado Sex Offender Registration Check
- National Sex Offender Registration Check
- Reference Check
- Transcripts
- I-9 Documentation

Available Benefits

- Health, Vision, Dental Insurance (employee paid)
- Aflac
- Life Insurance
- Cell Phone Reimbursement
- Mileage Reimbursement for out of county business
- Accrual of paid Vacation, Sick and other leave opportunities
- Paid Holidays

Employee Acknowledgement

I understand that this description is not intended to be all-inclusive. Employees may perform other related or assigned duties as required to meet the ongoing needs of the organization. Other functions may be assigned, and management retains the right to add or change the duties at any time.

I have received a copy of this position description for my own records.

Employee Signature:			
Printed Name:		Date:	