

The Grant/Contract Manager manages all existing grants to ensure compliance with grant funding sources. Collaborates with Program Directors and Coordinators to ensure service provision meets grant requirements. Writes new and renewal grants. Writes all grant reports based on information provided by program staff. Assists in the development and monitoring of grant budgets. Seeks out new funding sources in the form of foundation and corporation grants. Serves as a contributing staff member and supports all agency initiatives. Prepares monthly narrative and statistical reports on all activities.

Requirements:

This position requires a Bachelor's Degree in English or related fields. Experience in administering grants. Experience in non-profit organizations. Must possess strong organizational, interpersonal, analytical and communication skills. Must be able to interface effectively with all levels of internal and external contacts. Highly motivated and able to work independently or with a team. Must possess excellent writing skills. Availability to work a flexible schedule in response to agency needs, including occasional evening and/or weekend hours. Working knowledge of Microsoft Office and experience with database management preferred.

Please send cover letter and resume via fax or email to:

Sarah Stillwell

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