

Cleveland Rape Crisis Center Job Description

Position: Grants Manager

Reports to: Director of Grants and Contracts

Supervises: Volunteers & Interns, as needed

Position Summary:

The Grants Manager will work to grow grant and proposal based revenue streams and act as a team affiliate for various External Affairs activities, including events.

Principal Duties include (but are not limited to):

- Manage a portfolio of current foundation and government funders
 - Write foundation and government grants
 - Produce timely reporting
 - Ensure contract compliance
 - Conduct stewardship activities
- Secure new funders; capture lapsed donors
 - Perform prospect research, analysis & management
 - Write foundation and government grants
 - Conduct stewardship activities
- Maintain accurate records, ensure proper award documentation
- Utilize database to enhance efficiencies
- Match internal needs to external opportunities
- Other duties as needed

Qualifications:

The final candidate will have at least 3 years demonstrated grant-writing experience with a proven record of accomplishment. Knowledge of the local foundation landscape is highly preferred. Excellent communication skills and the ability to multi-task and organize for maximum efficiency is highly desired. Candidates lacking a sense of humor will not be considered.

Hours of Work: This position has a flexible schedule for the purposes of meeting responsibilities. Full-time candidates will be considered.

Cleveland Rape Crisis Center is dedicated to building a culturally diverse and pluralistic staff committed to teaching and working in a multicultural environment. Qualified applicants will receive consideration for employment and will not be discriminated against based on race, color, religion, sex, sexual orientation, gender identity/expression, national origin, disability status, protected veteran status, or any other characteristic protected by law.