Position Description

Maryland Community Action Partnership is seeking a grants manager to join its team in Annapolis, MD

Title: Grants Manager

Classification: Non-Exempt

Reports to: Executive Director

Position Summary: Identify and develop grant opportunities including but not limited to researching, writing, editing, reviewing and submitting grant applications. Manage and oversee organizations grants, track, monitor and assure all deliverables and reporting. Prepare and submit all programmatic and fiscal grant reports.

Essential Functions:

- Provide relevant grant opportunities to Executive Director.
- Identify, write, edit, review and apply for grants based on the organizations identified needs
- Communicate with Federal, State and County agencies regarding grant applications and awards
- Review grant award conditions and ensure compliance with related Federal, State and Local laws, recordkeeping and other grant requirements
- Provide grant management training for staff to ensure grant compliance
- Provide requested information to staff and assure appropriate follow-through and/or resolution
- Coordinate grant/budget modifications if necessary
- Maintain list of all grant awards to include compliance, renewal due dates, match contribution, programmatic and fiscal report due dates, etc.
- Prepare grant fiscal reports and all required documentation for each government grant received by MCAP.
- Prepare grant reimbursement invoices and billings as required by grantor.
- Register with PMS and Grant solutions for reporting and fiscal management
- Maintain log-in and password list for all portals, submission platforms, and websites related to grant activity
- Assist with grant related special projects such as presentations and documentation
- Event planning and management
- Handle sensitive and confidential information with discretion
- Other duties as assigned in support of the Executive Director

Knowledge, Skills and Abilities:

- Possess high level of energy, motivation, persistence and a positive attitude
- Possess excellent written and verbal communication skills to write policies, reports, speeches, correspondence, procedures and other required documentation
- Maintain confidentiality
- Excellent organizational and time management skills and the ability to meet deadlines
• Ability to interface with all levels of staff and various funding entities
• Knowledge of governmental entities (HUD, DHR, GOCCP, etc.) and government registrations such as System for Award Management (SAM), Central Contractor Registration (CCR), Grants.gov, etc.
• Proficient in Microsoft Office (Word, Excel, Outlook, etc.) and able to use accounting software, computer software programs and/or other applications. Intermediate knowledge of MIP preferred.
• Strong problem solving and analytic skills required.
• Ability to read, analyze and interpret information, policies, legal documents, data, accounting records, databases and spreadsheets
• Ability to make persuasive presentations on complex topics to leadership, public groups and staff.
• Ability to respond to inquiries from colleagues and regulatory agencies
• Define problems, collect data, establish facts and draw valid conclusions
• Manage conflict, negotiate and resolve complex problems
• Maintain a thorough knowledge of MCAP’s goals and objectives

**Educational Requirements:** Candidates for this position must possess the following: Four-year college Degree (BS/BA) in Business Administration or related field. Minimum three years of experience procuring, writing, coordinating grant applications and grant fiscal reporting (human service areas preferred).

**Supervisory Responsibilities:** Staff and Contractors

**Work Environment:** This position has contact with all levels of personnel within and outside the agency. Office setting; sedentary; light lifting (i.e., ream of paper, file box)

**Position Type/Expected Hours of Work:** Full Time (40 hours/week). Normal office hours.

**Travel Requirements:** Minimal local travel. Occasional distance travel may be required for meetings/training/presentations.

**Salary:** $75K-$80K

MCAP – Position Description – Updated 10/29/2022

All positions subject to background check

*This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.*