



## **Position: Grants Manager**

### **Organization**

This job opportunity is located in the Maryland Community Action Partnership (MCAP) State Association office, a non-profit based in Annapolis, Maryland. The non-profit multi-regional association was established in 1986 and advocates on behalf of Community Action Agencies and partnering organizations that serve individuals and families with low incomes who reside in Maryland, Delaware and the District of Columbia to ensure their voices are heard at the local, state and national levels.

Our office works in collaboration with a variety of public and private organizations to provide training and technical assistance, advocacy, and peer sharing opportunities to the board of directors and staff of these agencies, as well as, as to other nonprofit organizations with similar missions.

### **Job Summary**

MCAP is seeking a highly organized and driven individual with excellent writing skills, a strong work ethic, and a passion for securing funding. The ideal candidate excels in researching grant opportunities, managing grants and the grant process, and developing strategies for fund development.

### **Specifically, the Grant Manager:**

Will 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 Grantsolutions 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
- 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 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

Job Type: Full-time ( Hybrid)

Pay: \$75,000.00 - \$85,000.00 per year

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

#### QUALIFICATIONS:

Education: Applicants must have Bachelor's Degree and 2 + years grants management and writing.

*Additional Competencies:* Highly organized, detail oriented, enthusiastic and flexible individual who is capable of taking initiative and handling multiple projects simultaneously and is comfortable adapting to changing priorities. This person is able to exhibit critical thinking skills at various levels of project implementation; is proficient in Microsoft Office Suite; has previous experience in providing service to the public in an office setting; possesses excellent oral and written communication skills; has excellent interpersonal skills; able to work both independently and as part of a team; able to manage priorities and time efficiently; and must have the ability to travel overnight during conferences and trainings.