MCADSV Grants Management Specialist

**Reports to:** Operations Director

**Work Week/Location:** 40 hours, M-F; Jefferson City Office

**Employment Classification:** Salaried, Exempt - Administrative

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**Primary Responsibility**

The Grants Management Specialist is responsible for the reporting, data tracking, trend analysis, and organizing of grants, contracts, and donor gifts. The Specialist will provide technical assistance, training, and/or execute work related to the agency's fundraising goals and member services as assigned.

**Essential Functions**

**Development**

1. Track organization’s funding deliverables and report regularly to the Operations Director on progress toward achieving deliverables for multiple grant or contract projects. Provide written reports when requested and provide accurate and timely reporting to funders and/or donors.
2. Perform relevant research to identify available funding (grant, contract, or donor) opportunities, establish tangible outcomes, and evaluate the results.
3. Ensure compliance with all rules and regulations administered by the grantor; oversee and/or work with the assigned members of the administrative team on audits conducted by a funder.
4. Develop and/or assist with written grant and contract proposals for government and non-government funders.
5. Assist with development of strategies and activities for donor cultivation, solicitation and relations.

**Member Services**

1. Assist member organizations in developing effective grant writing and management strategies; share resources and provide technical assistance.
2. Assist member organizations in developing effective fundraising strategies; share resources and provide technical assistance.
3. Participate with staff in the coordination and execution of MCADSV trainings, regional meetings, technical assistance, and other MCADSV events or activities as needed or assigned.

**Collaboration**

1. Keep the administrative team informed about upcoming deadlines and deliverables, thereby ensuring smooth completion of the organization’s responsibilities.
2. Act as liaison with governmental entities and non-governmental organizations as assigned.

**Other Responsibilities**

1. Assume other responsibilities as needed and assigned.
2. When supervising a student intern, monitor, supervise and assign work to student intern.

**Qualifications:**

At least 3 years work experience in grant writing and grants management is required. Effective experience in donor development is preferred. The Specialist must be able to track and report on multiple funding sources. Must excel in both written and verbal communications. Must be highly adaptable and able to respond to multiple phone lines, type, plan and schedule as well as organize and complete multiple priorities. Must be able to manage and produce multiple projects with overlapping deadlines. Must be able to work in multiple media formats and communicate with varied audiences.

**Working Conditions**

* Forty (40) hour workweek, extended hours may be required to meet deadlines.
* Requires travel to customer locations both in/out of town.
* Employee may be exposed to outdoor environments and may not be protected from weather conditions.
* Employee may be exposed to moving mechanical parts, moving vehicles, or electrical current.
* The noise level in the work environment may be of sufficient noise to cause the employee to be distracted.
* Some evenings and weekends may be required based upon business demand.

**Physical Requirements**

* Standing or sitting for long periods, bending, stooping, occasional lifting, walking, climbing stairs, kneeling, squatting, crouching, balancing, and lifting more than 10 lbs.
* Must have ability to travel to member program sites using a personal vehicle, safely, maintaining proper licensing and insurance coverage, and following company policy.
* Ability, on a consistent basis, to perform work activities requiring cooperation, instruction, persuasion, or speaking with others.
* Ability to communicate effectively in person, on paper and by telephone with customers.
* Regular use of telephone equipment required.

**Personal Characteristics**

**Behave Ethically**: Understand ethical behavior and business practices, and ensure own behavior and that of others are consistent and in align with the values of the organization.

**Honor Diversity:** Honordiversity and openness to examination of attitudes about race, gender, sexual orientation and other attitudes that contribute to the oppression of others.

**Organization**: Support the mission of the organization as it works to promote social change to end violence against women.

**Build Relationships**: Establish and maintain positive working relationships with others both internally and externally to achieve the goals of MCADSV.

**Communicate Effectively**: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.

**Focus on Client Needs**: Anticipate, understand, and respond to the needs of clients to meet or exceed their expectations.

**Make Decisions**: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of MCADSV.

**Organizational Skills**: Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.

**Technological Aptitude:** Understand software applications and maintain skills necessary to effectively perform key responsibilities through use of programs used by organization.

MCADSV Grants Management Specialist

Job description approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewed and received by employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_