**GRANTS MANAGER JOB DESCRIPTION**

The **Utah Domestic Violence Coalition** (UDVC) is nationally recognized by the federal Office for Violence Against Women and the Office for Victims of Crime as an expert organization supporting best practices in victim advocacy throughout Utah. UDVC’s member programs provide direct services (including emergency shelter, community outreach and education, victim advocacy and case management, legal and housing support) to adult and child victims of domestic and sexual violence throughout Utah. Our member programs also work extensively in partnership with a range of organizations to bridge the gap in victim services throughout our state, especially in rural and diverse communities.

**JOB SUMMARY:**

The **Grants Manager** responsibilities include supervision of staff which includes reviewing, planning and implementing grant program goals and objectives from application to approval and utilization. In all, the Grants Manager will act as a supportive role in the supervisory of UDVC’s coordinators to ensure grant program design and implementation, compliance, and grant reporting. Reporting to the Co-Director, the Grants Manager plays a leadership role while supervising the staff of all grant-related activities, goals, and objectives. The Grants Manager also provides clear communication of proper rules and regulations for the approving grants, its specifications, requirements, and objectives across all departments of UDVC.

**CORE RESPONSIBILITIES:**

* Identify and develop strategies to optimize the grants administration process.
* Manage and support grant requirements - Ensure implementation according to the operational and financial needs of the organization.
* Analyze the budget trends and make recommendations for cost control and reduction for grants.
* Keep relevant staff informed about upcoming deadlines and deliverables, thereby ensuring smooth completion of grant goals and objectives.
* Communicating & Tracking Grant Goals & Objectives with Coordinators that are responsible for deliverables.
* Providing support and guidance for Coordinators (bi-weekly meetings, 1 hour each).
* Provide training to the new staff on grants management and reporting requirements.
* Monitor paperwork and other related documents connected with grant-funded programs.
* Provide detailed reports to the grant funders and the board of directors with respect to the organization's progress. (in conjunction with co-director)
* Attend UDVC’s weekly staff meeting (held every Wednesday from 9-11am).
* **Other Duties** (if/as time allows):
* Perform relevant research to identify available grant opportunities and evaluate the results for effective and authentic funding opportunities.
* Be directly involved in grant writing in cooperation with Co-Directors.
* Attend UDVC Events, Trainings, etc. and other tasks as requested by the Co-Directors.

**SKILLS & EXPERIENCE:**

* Excellent project management skills with experience in managing and supervising administrative projects
* Experience in a domestic violence related field. Direct service provision preferred.
* Good understanding of UDVC’s overall mission and its objectives
* Possess good knowledge of planning and strategizing financial and budgeting issues
* Ability to work within a team and provide support to the junior staff
* Ability to perform in cross-functional team approach and job responsibilities
* Experience with basic financial management skills including developing and monitoring budgets and financial reporting.
* Well-developed organizational skills, time management skills, ability to juggle multiple deadlines, strong attention to detail, and commitment to creating high quality programs. Ability to gather and summarize data and to design, prepare, and format reports.
* Strong verbal, writing and interpersonal skills including the ability to work constructively with various staff members and funders. Must maintain a professional demeanor.
* Ability to keep sensitive information confidential.
* Must be a self-motivator, work well in a team environment and commitment to contributing toward a positive work culture.
* Possess a high degree of initiative, integrity, and accuracy.
* Proficiency in Microsoft Office® & applications. Proficiency in Google Suite platform: forms, docs, sheets, etc. Proficiency in Zoom application. Experience with other computer applications (and ability to learn new ones).
* Flexible scheduling to allow for work outside of business hours (8:30am-5:00pm) may be required.

**COMPENSATION:**

This is a part time, hourly (non-exempt) position paying $23-$25 per hour (DOE) for 8-10 hours per week. Unfortunately, benefits are not available for this part time position.

**APPLICATION PROCESS:**

* **No telephone calls please.**
* Please send a cover letter, resume, up to three professional references, and any relevant portfolio material to Kathy Park via email (admin@udvc.org), fax (801-521-5548) or by regular mail (UDVC, 124 S 400 E, Suite 430, SLC, UT 84111).
* Applicants are subject to mandatory pre-employment security background checks.
* This position is “Open until filled” - applications will be reviewed until the position is filled.
* UDVC is an equal opportunity employer for all person without regard to race, color, national origin, ancestry, sex, sexual orientation, gender identity or expression, religion, age, pregnancy, disability, work-related injury, covered veteran status, political ideology, genetic information, marital status, or any other factor that the law protects from employment discrimination.