



**Position:** Grants Manager

**Reports to:** Co-Executive Director of Finance & Administration

**Classification:** Part-time permanent, non-exempt

**Job Hours/Type:** 24 hours/week; hybrid and flexible - typically 1 day/week at Chapel Hill office

**Pay:** \$30/hour

**Start Date:** February 2026

**Work Conditions:** The role involves routine administrative tasks, including extended periods of sitting, computer use, and occasional lifting of materials up to 20 pounds. Evening or weekend hours may be required to meet deadlines.

**Benefits:** ~5 weeks paid time off (prorated) plus one paid day off monthly (prorated); 14 prorated paid holidays per year; Pro-rated paid parental leave, bereavement leave, safe leave; option to participate in 403(b) Retirement Savings Plan.

**Position Summary:** The Grants Manager is Compass Center's primary grant writer and grants administrator, responsible for prospecting, drafting, submitting, and reporting on a diverse portfolio of institutional grants. The role ensures compliance with funder requirements, supports program budgeting and outcome measurement, and coordinates with program and finance staff to produce accurate, timely deliverables.

The Grants Manager also provides development support as assigned, focused on family and private foundations, including opportunity tracking, LOI/proposal preparation, outcomes-based impact language, and limited support for events and stewardship activities tied to grant-funded work.

## Essential Job Duties and Responsibilities

### Grants Management:

- Prospect and write high-quality grant proposals, applications, and coordinate supporting documents. Develop, edit, and submit targeted proposals and reports within funder specifications and deadlines.
- Ensure compliance with all grant terms, conditions, and reporting requirements; identify and communicate compliance risks proactively.
- Create, monitor, and assist in evaluating the fiscal administration of grant budgets, in collaboration with program and finance teams.
- Manage external program data reporting required by various grants on a monthly/quarterly/annual basis. Work in coordination with program staff to ensure that data needed for grant output and outcome reporting and general program evaluation is being collected and reported accurately in the client database.
- Build relationships with grant officers/points of contact at foundations or grant-making agencies; in coordination with the Development Director, support cultivation and relationship management with family and private foundations as assigned.
- Prepare accurate programmatic progress reports to funders and submit them in a timely manner.
- Attend and prepare for funder site visits as requested; lead the preparation of site visit documents.
- Maintain a grants calendar of grant-related deadlines and maintain excellent records of grant funding.
- Create/maintain templates, tools, and internal guidance for grants and lead grant-related process improvements.
- Prepare an end-of-fiscal-year summary of program outputs for the Co-Executive Directors.
- Research new funding opportunities throughout the year.



## **Development Support:**

- Support the Development Director with family and private foundation work as assigned, including prospect research, opportunity tracking, deadline management, and preparation of letters of inquiry and proposal materials that leverage program outcomes and needs.
- Coordinate with program staff to compile supporting documentation, outcomes data, and impact language that can be used across grant submissions and donor-facing foundation communications.
- Provide limited administrative and project support for fundraising events and campaigns, including maintaining timelines, coordinating logistics and materials, tracking budgets and deliverables as assigned, and supporting post-event follow-up and documentation.
- Support stewardship and acknowledgement workflows for donations that intersect with grant-funded work, including timely impact updates and coordination of required deliverables as assigned.
- Other development support activities during lower-volume periods in the grant cycle.

## **Administration:**

- Attend staff, program, development, event-planning, and other meetings as requested and as necessary for the duties of the position.
- Participate in agency-wide responsibilities as needed, including office and business line coverage, bank deposits, occasional evening or weekend commitments for events, meetings, or other organizational needs.
- Other activities as assigned by the Co-Executive Directors.

## **Qualifications**

- Minimum of two years of grant writing, management, and reporting or related experience. Preferred experience managing multiple concurrent grants or funders across a fiscal year.
- Strong persuasive writing, editing, and proofreading skills, with the ability to adapt writing style to multiple audiences.
- Working knowledge of common government grant compliance expectations (allowability documentation, time-and-effort reporting, audit-ready file standards).
- Ability to manage multiple concurrent reporting calendars and submission deadlines with minimal supervision.
- Ability to implement processes and to gather, evaluate, and report statistically measurable outcomes.
- Ability to work effectively as a team member with people of all backgrounds.
- Strong administrative skills, attention to detail, and self-motivation with the ability to set priorities and manage multiple tasks under minimal supervision.
- Excellent communication skills, both oral and written.

We actively encourage diverse candidates to apply, especially those who are Black and/or Indigenous People of Color, Women and gender minorities, people with lived experience of domestic violence and/or housing instability and people with disabilities and/or neurodivergence. Compass Center provides equal employment opportunities to all employees and applicants for employment without regard to race, ethnicity, color, religion, age, gender identity or expression, sexual orientation, disability, appearance, class, body size, partnership status, parenting and/or pregnancy status, genetic information, national origin, or veteran status.

To apply, please send a cover letter/interest email, resume and three professional references (at least 1 a direct supervisor) to [employment@compassctr.org](mailto:employment@compassctr.org). Please include the job title in the subject line of the email. No phone calls, please. Applications will be reviewed as they are submitted and they will be accepted until the position is filled.