



Position: Grants Manager

Reports to: Co-Executive Director of Finance & Administration

Classification: Part-time permanent, non-exempt

Job Hours/Type: 30 hours/week; hybrid and flexible - typically 1 day/week at Chapel Hill office during business hours, otherwise remote

Pay: \$30/hour

Start/End Date: November 2024

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: Generous paid time off plus one paid day off monthly; 14 prorated paid holidays per year; Paid parental leave and short-term disability benefits; bereavement leave; safe leave; option to participate in 403(b) Retirement Savings Plan.

Position Summary: The Grants Manager serves as the primary grant writer, completes most programmatic reporting, ensures compliance with grant obligations, and supports project development and outcome reporting. This position requires strong writing, data analysis, program budgeting, and project management skills, with an emphasis on grant compliance and outcome measurement.

The Grants Manager reports to the Co-Executive Director of Finance and Administration, and in collaboration with Co-Executive Director of Programs, accounting team, Operations Manager, and other staff to apply for grant opportunities from federal, state, and local government agencies and corporate funders. The Grants Manager serves as an integral member of the staff leadership administrative team who collectively manage around 15 staff members. A dedicated team of more than 100 volunteers helps teach self-sufficiency and financial literacy courses, provides support for legal and court issues, and ensures that the Domestic Violence Crisis Line is available 24 hours a day.

Grants Manager Essential Job Duties and Responsibilities:

- **Grants Management:**

- Write high-quality grant proposals, applications, and coordinate supporting documents. Develop, edit, and submit appropriate, clear, and targeted proposals and reports within funder specifications and deadlines.
- 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 monthly/quarterly/annual basis.
- Build relationships with grant officers/points of contact at foundations or grant-making agencies.
- Prepare, or assist the leadership team in preparing, accurate programmatic progress reports to funders and submit them in a timely manner.
- Collaborate on the construction of new and continuing grant applications with the Development Director, Executive Director, Co-Executive Director of Programs, and other staff.
- Assist in the annual budget preparation process and budget review process throughout the year.
- Assist with and attend funder site visits as requested; assist with the preparation of site visit documents.
- Maintain a master grants calendar of grant-related deadlines and maintain excellent records of grant funding.
- Prepare an end-of-fiscal-year summary of program outputs for the Executive Director.
- Research new funding opportunities as requested.



- **Data Quality:**
 - Work in coordination with the Co-Executive Director of Programs to ensure that accurate documentation related to client contacts and evaluation is completed.
 - Work with staff assigned to the management of the client database 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.
- **Administration:**
 - Prepare monthly reports as needed.
 - Attend staff, program, and other meetings as requested and as necessary for the duties of the position.
 - Participate in the ongoing maintenance of a clean, organized, and welcoming environment.
 - Other activities as assigned by the Executive Director.

Qualifications:

- Minimum of four years of experience in grant writing, management, and reporting.
- Must have the ability to implement processes and to gather, evaluate, and report statistically measurable outcomes.
- Ability to perform job duties with a high degree of initiative and professionalism, demonstrating sound judgment.
- 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.
- Strong persuasive writing, editing, and proofreading skills, with the ability to adapt writing style to multiple audiences.

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. 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.