



## Job Description

### GRANTS OFFICER

**DEPARTMENT:** Administration  
**REPORTS TO:** VP of Finance & Administration  
**HOURS/STATUS:** Full time/Exempt

Willow Domestic Violence Center is a dynamic and collaborative work environment comprised of dedicated and supportive professionals who care about making our community a better place. Every day we have an impact on the lives of families. Join our team to help fulfill our vision of a community free from domestic violence, where healthy relationships thrive.

#### JOB SUMMARY

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The Grants Officer is a key member of the Willow Domestic Violence Center Team and is responsible for identifying, securing and implementing grant resources to support the overall agency mission, programs and services. The Grants Officer is responsible for identifying funding opportunities, grant writing, reporting and ensuring grant compliance. Working closely with key departments, the Grants Officer is responsible for ensuring quality and meaningful data is tracked and reported agency wide, to the CEO and board of directors, and funders to monitor performance and demonstrate overall impact. This position has a pay range of \$50,000 - \$55,000 annually.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

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##### GRANTS ADMINISTRATION

- Has a firm understanding of agency priorities and strategic goals to seek funding support and opportunities to fulfill mission.
- Performs grant research, grant writing, and working with department leaders develops overall grant program concept and design to best meet agency needs.
- Oversees entire grant process from its application to approval to utilization to reporting.
- Identifies opportunities, meets with community partners and fosters relationships for grant and program opportunities.
- Works closely with VP of Finance & Administration to ensure proper use of resources, strategic resource allocations, and planning of multi-year funding and staffing needs through grant funding support.
- Oversees and ensures overall compliance and grant reporting.
- Assists the VP of Finance and Administration in ensuring operational plans incorporate grant deliverables and are on target to achieve set objectives, including Monroe County, NYS funding, United Way, and all other private and public grants.
- Manage implementation of grants and deliverables in collaboration with the CEO, Chief Operating Officer, and Grants Coordinator.

##### DATA MANAGEMENT, COMPLIANCE AND REPORTING

- Oversees submission of all appropriate documentation to funding agencies in adherence with their guidelines.
- Firm understanding of agency data collection process. Recommends and oversees improved processes to reduce duplication of effort and increase accuracy in reporting.
- Familiar with agency program software, able to generate reports and ensure quality data input for overall agency. Develops course corrections and training to ensure quality reporting and data input.
- Develops and maintains Agency Dashboard with metrics to monitor agency deliverables and performance.
- Oversees timetables for grant deliverables and monitors monthly progress toward goals both programmatically and fiscally to ensure on target for year end.
- Identify agency routine reporting needs and develops streamlined processes working with software packages and funder requirements.
- Maintain agency "data warehouse" repository with agency historical service, donor, and volunteer statistics for yearly comparisons.
- Produces data reports and analysis as requested to support staff in their work.

##### OTHER DUTIES AS ASSIGNED

- Serves on Agency Leadership team to inform agency policy, strategic decisions and implementation.
- Represent the agency at the leadership level to community groups and speaking engagements.
- Assists the CEO in identified strategic initiatives, including goal setting, resource procurement, and promoting Willow's mission.
- Maintains confidentiality and completes all job functions ethically and in a culturally competent manner.
- Attend and participate in pertinent agency meetings and training.
- Any other duties as may be assigned.

## QUALIFICATIONS

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- Preferred Master's Degree in Sociology, Psychology, Public Administration, Social Work or related field.
- Management and operational experience in a non-profit setting.
- Adaptable and flexible.
- Excellent project management skills with experience in managing and supervising administrative projects.
- Excellent interpersonal and presentation skills.
- Ability to perform in cross-functional team.
- Experience with basic financial management skills including developing and monitoring budgets and financial reporting.
- Ability to prioritize work, meet deadlines and produce quality results on time with attention to detail.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT

## HOW TO APPLY

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Submit cover letter and resume by mail or email:

◦ Mail: P.O. Box 39601, Rochester, NY 14604      ◦ Email: [HR@willowcenterny.org](mailto:HR@willowcenterny.org)

Be sure to indicate which position you are applying for in the subject line.

No phone calls please.

***We offer a generous benefits package including health and dental insurance, paid time off, and a 401k retirement plan.***

Willow Domestic Violence Center is committed to fostering, cultivating and preserving a culture of diversity and inclusion. Willow believes that a diverse workforce and inclusive workplace culture enhances the performance of our organization and our ability to fulfill our important missions. Willow is committed to fostering and supporting a workplace culture inclusive of people regardless of their race, ethnicity, national origin, gender, sexual orientation, socio-economic status, marital status, age, physical abilities, political affiliation, religious beliefs or any other non-merit fact, so that all employees feel included, equal valued and supported.