

Job Description

DIRECTOR OF GRANTS

JOB SUMMARY

The Director of Grants is a key member of the Willow Domestic Violence Center Team and is responsible for identifying, securing, monitoring, and implementing grant funding to support the agency's mission, programs, and services. The Director of Grants is responsible for identifying funding opportunities, overseeing the grant-writing process, managing grant reporting, and ensuring compliance with grant requirements. Working closely with key departments, the Director of Grants is responsible for ensuring quality and meaningful data is tracked and reported agency-wide, to the CEO and board of directors, and to funders to monitor performance and demonstrate overall impact. A work-from-home option is available up to 3 days per week, and a flexible schedule is possible (and sometimes required to meet grant deadlines).

ESSENTIAL DUTIES AND RESPONSIBILITIES

GRANTS MANAGEMENT

- Maintains a firm understanding of agency priorities and strategic goals to seek funding support and opportunities to fulfill the mission.
- Oversee the entire grant process from research to application to approval to utilization to reporting.
- Oversee and review all grant writing prior to submitting to the appropriate Executive Team member for review.
- Coordinates the development of new proposals, providing guidance and support as necessary.
- Manages pre-award coordination and review; post-award implementation (non-fiscal) of 20+ grants and their deliverables.
- Collaborate with Program Directors, Chief Financial Officer, and other members of the Executive Team as necessary throughout submission & implementation.
- Monitors deliverables, including reporting, with the assistance of the Grants and General Ledger Accountant (fiscal) and the Grants and Data Management Coordinator (data and program reporting), working closely with program leadership to ensure compliance with funder requirements.
- Schedules, coordinates, and participates in compliance meetings and site visits with funders.
- Acts as the working point of contact with community partners, sub-grantees, and funders/grantors.
- Assists Chief Financial Officer in ensuring proper use of resources, strategic resource allocations, and planning of multi-year funding and staffing needs through grant funding support.
- Assists the Chief Financial Officer 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 public grants.
- Manages implementation of grants and deliverables in collaboration with the Executive Team, Program Directors, and Grants Team.
- Supervises (non-finance) Grants Team consisting of two part-time Grants Coordinators and Grants and Data Management Coordinator.

DATA MANAGEMENT, COMPLIANCE, AND REPORTING

- Ensures overall grant-related compliance and reporting.
- Maintains a firm understanding of the agency data collection process. Recommends improved processes, in conjunction with the Database Administrator and Grants Team, to reduce duplication of effort and increase accuracy in reporting.
- Collaborates closely with the Database Administrator to coordinate building and maintaining data reports in the agency client database, Apricot, as well as updating functions on the backend to accurately track data and meet funder requirements.



- Collaborates with the Grants and Data Management Coordinator in producing data reports and analysis as necessary for compliance and funder reporting and as requested to support staff in their work.
- Make recommendations for improved structural or functional changes to Apricot, in conjunction with the Database Administrator, keeping the database up to date with funder requirements and changing agency needs.
- Oversees timetables for grant deliverables, monitors monthly progress to ensure targets are met, and communicates progress to the team.

OTHER DUTIES AS ASSIGNED

- Serves on the Agency Leadership team to inform agency policy, strategic decisions, and implementation.
- Serves on various Agency committees on an ad-hoc basis to evaluate data and shape data collection and to inform language accessibility, disability access planning, and overall agency strategy for inclusion, diversity, equity, and accessibility.
- Maintain confidentiality and complete all job functions ethically and in a culturally competent and responsive manner.
- Attend and participate in pertinent meetings and training.
- Any other duties may be assigned.

REQUIRED QUALIFICATIONS

- Bachelor's degree required or an equivalent combination of education and experience
- Proficient in using computers with knowledge of Microsoft Suite (particularly Word & Excel) and the Internet.
- Proven familiarity and comfort working with technology.
- Management and operational experience working with grants in a non-profit setting. Adaptable and flexible.
- Excellent project management skills with experience managing and supervising administrative projects. Excellent organizational, communication, and interpersonal skills.
- Ability to perform in a cross-functional team approach and job responsibilities, while also being able to work independently.
- Experience with basic financial management skills, including developing and monitoring budgets and financial reporting
- Ability to prioritize work, meet deadlines, work under pressure, and produce quality results on time with attention to detail.
- Enjoy being part of and contributing to a team dedicated to creating a community free from domestic violence, where healthy relationships thrive.

ADDITIONAL INFORMATION

- Department: Administration
- Location: Strong Todd Building
- Reports to: Chief Financial Officer
- Hours/Status: Full-time/Exempt
- Must be able to work evenings and weekends when necessary
- Pay Range: \$70,000-\$75,000 annually

APPLY ON INDEED

<https://www.indeed.com/job/director-grants-50af258f6c46d066>

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

Willow Domestic Violence Center is an Equal Opportunity Employer

Willow Domestic Violence Center is committed to equal opportunity for all, without regard to race, religion, color, national origin, citizenship, sex, sexual orientation, gender identity, age, veteran status, disability, genetic information, or any other protected characteristic. Willow Domestic Violence Center will make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities unless the accommodation would impose an undue hardship on the operation of our business.