



Job Title: Grants Administrator

Reports To: VP, Development

Compensation: \$60,000 - \$80,000

The Grants Administrator is responsible for achieving revenue goals through public and private grant applications. This position is responsible for grant research, managing the proposal process, including final submission and reporting, and stewarding the lower-end donors of Partners in Care Foundation.

Education, Skills, and Competencies

- Bachelor's degree required
- Three or more years of related work experience in and understanding of social services, gerontology, public health, and health self-management.
- Experience writing winning grants and cultivating positive relationships with funders
- Demonstrated commitment to accuracy; with strong writing and editing skills with a high attention to detail
- Ability to work on multiple grants on a time-sensitive basis
- Proven ability to manage projects across departments, engaging staff to meet goals and deadlines
- Experience in identifying new areas for funding and strategic advancement to support organization's mission
- Experience working in a team environment and collaboratively with department team members
- Proven ability to think creatively and strategically, exercise sound judgement
- Familiarity with the social determinants of health, the health care sector, and aging services;
- Ability to communicate effectively and target and adapt messages to specific constituencies while sustaining a consistent message
- Able to track and monitor grants, reporting timelines, and project progress
- Experience with Raiser's Edge preferred.

Responsibilities:

- Management and operations: Grant research and reporting activities. Develop and maintain grants plan, calendar, and monthly reports.
- Funder cultivation and retention: In partnership with the VP of Development, identify new foundation funding sources, act as primary point of contact, and maintain ongoing relationships. Develop strategies to retain and enhance relationships with foundations, corporations, and government funders.
- Proposal writing and editing: Develop and write compelling proposals to foundations, corporations, and government agencies. Review and edit proposals and materials when written by other staff or consultants.
- Database management: Manage and maintain foundation, corporate, and government submissions awards, and reporting records in Raiser's Edge and in the H Drive.
- Ensure that the Guidestar account has the most current Partners information.
- Reporting: Prepare reports for Board of Directors and CEO detailing grant-related activities.
- Research and trends: Conduct regular research to identify new sources of funding for programs. Track relevant fundraising/industry statistics and trends via news sources, research studies, and reports and incorporate findings into strategies, goals, and proposals.
- Compliance: Work with program and finance staff to ensure compliance with terms of each grant, including submission of reports.
- Meeting Facilitation and Leadership: Lead senior staff and program teams through grant concepting, planning, and launch meetings. Ensure that relevant members of the team are accountable for the required information in a timely manner.
- As a member of the Development team, steward/cultivate the lower end donors that have previously contributed to Partners.

How to apply:

Please send resume to jobs@picf.org

Partners in Care Foundation is an equal opportunity employer. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment which is free of harassment, discrimination, or retaliation because of age, race (including hair texture and protective hairstyles, such as braids, locks, and twists), color, national origin, ancestry, religion, sex, sexual orientation, pregnancy (including childbirth, lactation/breastfeeding, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics, as well as those of family members), veteran status, uniformed service member status, gender, gender identity, gender expression, transgender status, arrest or conviction record, domestic violence victim status, credit history, unemployment status, caregiver status, sexual and reproductive health decisions, salary history or any other status protected by federal, state, or local laws. All qualified applicants will receive consideration for employment and reasonable accommodations may be made to enable qualified individuals to perform the essential functions of the position.