**Estimated 15-20 hours per week, deadlines are seasonal with generally a higher volume in the spring and fall.**

**Position Summary:**
The Grants Associate supports the Director of Grants and Strategy in securing grants and ensuring that grant objectives are fulfilled and reported on in accordance with the funder’s guidelines. The Grants Associate will support the Director of Grants and Strategy in identifying grant opportunities (primarily private family and corporation foundations, public as applicable), coordinating with managers to assess the fit of prospective grants, and grant proposal and report development (in coordination with managers, leadership, accounting, and any outside partners). Upon award, the Grants Associate ensures that all appropriate parties are notified of the gift, grant agreement, grant budget, and any other relevant components. The Grants Associate works in coordination with program staff to ensure that applications/reports accurately reflect the work being done and that all deliverables are complete on time. The Grants Associate supports communication and engagement opportunities with grantors. The Grants Associate is responsible for monitoring key due dates.

**Essential Job Functions:**

1. Support and develop relationships with foundations, building existing relationships and seeking opportunities to develop relationships with prospective partners. Ensure that foundations are engaged through communications, individual relationships, events, etc. in accordance with the foundations’ interests.
2. Supports administrative work associated with grants including but not limited to programmatic database support, (ensuring that programmatic data is collected and providing support to staff), updating organizational and local data/statistics, managing grant agreements, drafting press releases, and supporting donor communications.
3. Identify new grant opportunities using available resources including the Foundation Directory Online, listservs, and internet searches. Support the Director of Grants in the review and assess all opportunities identified by leadership or other team members. Assess fit of viable grant opportunities with managers and key staff.
4. Lead proposal development (for existing and new grant opportunities) as directed by the Director of Grants and in coordination with program managers and staff. Create a timeline for proposal development and submission, draft proposals, asking team members for content, data, budgets, etc.
5. Review award letters/grant agreements. Ensure that all internal staff (e.g., leadership, program staff, accounting) are aware of relevant information. Track all deadlines, monitor communications about the grant, and ensure compliance with the grant agreement. Prepare amendment requests/notifications of changes as needed.
6. Lead report development as directed by the Director of Grants and in accordance with the funder’s requirements. Coordinate with team members to collect relevant data, narrative, and financial reports.
URBAN PROMISE MINISTRIES- GRANTS ASSOCIATE

Essential Job Requirements:

EDUCATION
Bachelors degree required

EXPERIENCE
Experience using administrative and writing skills in a professional setting. Prefer 3+ years experience in non-profit fundraising and experience with grants.

REQUIRED SKILLS
● Strong organizational skills excels in managing and meeting deadlines.
● Strong writing and editing skills; communicates key ideas and facts succinctly and clearly.
● Problem-solving and analytical skills; ability to work effectively in a collaborative environment as well as independently
● Is able to work well with the Director of Grants (who works remotely)
● Able to perform under minimum supervision within the scope of normal duties and responsibilities; difficult or unique situations to the supervisor
● Sensitivity and respect for confidential information
● Ability to work well and support relationships with all different areas of the organization, using tact, patience and courtesy
● Excellent computer skills including Microsoft Office, Excel and database programs; must be comfortable navigating a variety of web-based grant portals and programmatic database

PREFERRED SKILLS
● Experience with DonorPerfect, Foundation Center, and/or programmatic database is a plus
● Experience researching, writing, and/or implementing grants

**Equal Opportunity Statement**
UrbanPromise values diversity, inclusion, and equity as matters of fairness and effectiveness. We are committed to hiring and retaining a staff that reflects the diversity of the communities we serve, fostering an inclusive working environment where staff of all backgrounds feel welcomed and engaged in the UrbanPromise mission and to promote racial and social equity in our work.

UrbanPromise is an Equal Opportunity Employer. All applicants who believe they meet the stated qualifications are encouraged to apply. Applications should be submitted to UrbanPromise Ministries, Chief People Officer at pfoxx@urbanpromiseusa.org

Last updated 08/17/2020