Program Development and Grants Manager

Immediately

Position Summary

The Program Development and Grants Manager is responsible for grant research, writing, production, and report as well as advising on program design and evaluation.

Position Description:

This position requires a hands-on analytical, detail-oriented, self-motivated manager who is able to effectively supervise Dorcas International Institute’s grant administration operations and program development needs. The Program Development and Grants Manager will oversee all incoming grant applications, contracting, reporting, and other administrative functions, while also developing strategies to optimize the grant administration process in order to support the agency. In addition the position will work directly with the Executive Director and Program Directors to strategically develop new program initiatives and drive strategic program enhancement. The program development function will include identifying gaps in services to be addressed internally and/or externally. The position will also be responsible for improving reporting functions to identify outcomes and measurements which aid program development.

This position is responsible for all grant management functions and all daily grant activities, including processing of incoming applications, working closely with accounting to ensure grant activity is tracked accurately, launching new grant programs, planning assessment meetings, and designing and pulling reports from the grants database. The Program Development and Grants Manager plays a critical role liaising between the Program Directors and Administration to maintain grant funding, enhance the program and services, and build on the strengths of the organization. The position reports to the Director of Development and Communications.

Responsibilities:

- Managing the work flow and effectiveness of the grant administration process, including grant program launches, evaluation of grant applications, as well as acknowledgement and reporting functions.
- Developing, creating, and seeking out new and better ways to meet and exceed high performance of grant administration functions.
- Assuring the accuracy and integrity of the grants database.
- Researching new grant opportunities and maintaining relationships with current funders.
• Reporting statistics on the grant administration process to internal and external constituents.
• Managing the grant submission process (coordinating program launches, processing grant applications, ensuring applications meet application standards, ensuring all data has been appropriately inputted and linked in the database).
• Working with Program Directors to obtain required information for program design and generating reports.
• Working with the Finance Department to manage the development of grant budgets and financial reporting for grants.
• Developing strong knowledge of all programs and strategic plan to advise Director of Development and Executive Director on potential new funding for program initiatives.
• Reviewing program data and advise Program Directors on strategic direction.

Qualifications & Experience Needed:

• Bachelor’s degree in communications, education, English, or related field
• Ability to work effectively independently as well as collaboratively as part of a team and a desire to achieve
• Excellent interpersonal, verbal and written communication skills
• Excellent attention to detail and strong project management skills
• Ability to manage and prioritize multiple complex tasks and maintain composure under demanding deadlines
• Proven problem-solving skills and solutions-focused attitude
• Flexibility in approach and willingness to adapt when necessary
• Proactive and action-oriented personality; strong sense of pace and urgency
• Excellent computer skills, including Excel, Word, and Access
• Experience with grant management or grant writing strongly suggested

This is a full-time (37.5 hours a week) position.

The position is open for immediate hire. Interested candidates should send a resume cover letter, describing your specific qualifications and interest in the position, and three professional references. Submissions without cover letters will not be considered.

Please email resume, cover letter, and references to:

Jessica Barry, Director of Development and Communication: jbarry@diiri.org