

Alzheimer's Community Care, Inc.

Position Title: Director of Grants
Supervisor: Vice President of Grants & Fund Development
Department: Development
Status: Exempt
Effective Date: July 1, 2005
Revision Date: May 8, 2017

Position Description: The Director of Grants is responsible for the preparation of grant proposals to foundations, corporations, government agencies, philanthropic individuals, and family foundations. The Director represents the Organization positively at all times, establishes and maintains relationships with current funders, peer groups, staff and volunteers. The Director is also responsible for sustaining and/or increasing financial resources through nurturing those relationships as well as cultivating new prospects either locally, statewide, or nationally. This position works collaboratively with leadership team and other staff and volunteers as appropriate.

Position Responsibilities:

1. Develop and submit funding proposals in accordance with funding guidelines and requirements for renewed funding from current and lapsed grantors using the established grants calendar as workflow guide.
2. Maintain ongoing communication with the Vice President of Grants & Fund Development and leadership team regarding organizational funding priorities.
3. Become knowledgeable of existing grant funders' interests and past funded projects with the Organization by thoroughly reviewing grant files (paper and electronic).
4. Research potential grant prospects that can support the mission and funding priorities of Alzheimer's Community Care.
5. Maintain accurate grant funder files (manual and electronic). Record grant receipts in database (Results Plus).
6. Monitor project performance for approved grants; prepare and submit progress reports (programmatic and financial) to grantors in a timely manner following funder guidelines.
7. Ensure compliance with current grant and contract requirements as assigned by the Vice President of Grants & Fund Development.
8. Organize funder site visits, including preparation of agendas and coordination with staff and board members as appropriate.
9. Attend off-site meetings as required.
10. Maintain and submit monthly Grants Activity Reports to Vice President of Grants & Development with a record of completed grant activities, pending proposals and approved proposals.
11. Provide appropriate information for Annual Report.
12. Perform other duties as assigned.

Supervisory Responsibilities: None

Supervision Received: The Director of Grants is supervised by the Vice President of Grants & Fund Development.

Other Relevant Aspects of Position: This position requires a minimum of 40 hours per five-day work week. May require evening and weekend work as deadlines demand. Position works in collaboration with agency leadership in team-oriented environment; self-motivated and mission oriented. Must be collaborative, creative, strategic minded. Must have own transportation available during work hours.

Position Requirements:

Education/Experience:

Bachelor's degree required; Master's degree preferred. Minimum four years' experience in successful grant writing and contract management for non-profits.

Position Relationships:

Staff & Volunteers: Works closely with Vice President of Grants & Fund Development as well as leadership team; works with other staff and volunteers as appropriate.

Public: Extensive public contact, verbal and written communication; public speaking required on occasion.

Skills and Abilities:

1. Excellent written and verbal communication skills.
2. Ability to prioritize work schedule to successfully meet established deadlines and goals.
3. Proven track record of successfully securing grants for foundations and individuals.
4. Demonstrated ability to establish and maintain positive and productive working relationships.
5. Demonstrated ability to maintain accountability and work independently and as part of a team.
6. Ability to research and identify potential new grant funding opportunities.
7. Responsible, dependable, focused, critical thinker, with high level of integrity and commitment to organizational mission.
8. Proficient in the use of Microsoft Word, Excel, Outlook and other related office and professional software as required.

Working Conditions:

- Walks or stands 20% of the time, sits 80%;
- During emergency conditions, may be exposed to long working hours and/or heat, rain, wind, or cold;
- May be required to lift up to 30 pounds;
- Must possess a Florida safe driver's license.

